

Doubletree Ranch Park

Facility Rental Application

Today's Date: _____ Event/Rental Date: _____

Applicant Name: _____ Date of Birth _____

Organization Name (if applicable) _____

Address _____ City/State _____ Zip _____

Phone Number _____ Emergency Phone Number _____

Email Address _____

Requested Doubletree Ranch Park Facility (check all that apply)

Sgt. Dennis Oliver Event Center

Barn Party Room 101 _____

Barn Party Room 102 _____

Barn Party Room 103 _____

Outdoor Pavilion _____

All Day Package (includes all 4 rentable spaces) _____

Type of Function: _____

Requested Rental Time _____ to _____ Include setup, decorating, breakdown and clean up.

Rental facilities are available from 6:00 a.m. to 11:00 p.m.

Lessee and/or guests may not enter the venue before the designated reservation time and must vacate the venue on time. Lessee and/or guests may not enter rooms that are not reserved in this rental agreement. Failure to comply will result in the loss of your deposit. Facilities are equipped for surveillance. Initial.

Briefly describe your event, including planned activities:

Expected Total Attendance: _____

Do you plan to have alcoholic beverages at your function? No _____ Yes _____ If yes see below:

NOTE: The consumption of alcoholic beverages at any function will require the approval of the Highland Village Chief of Police as outlined in the City of Highland Village Code of Ordinances, Article II, Licenses and Permits, Section 10; 21 – 24. Application for Alcohol Permit may be processed at the Parks and Recreation Administrative office. A non-refundable administrative processing fee of \$50.00 will be charged for all Alcohol Permits.

Doubletree Ranch Park Facility Rental Agreement

PURPOSE

The purpose of this agreement is to establish guidelines for public use of the Doubletree Ranch Park rental facilities.

RESERVATIONS

The splash pad is ONLY open from Memorial Weekend to Labor Day. The splash pad may be shut down at any time for maintenance issues and is not part of any rental guarantee. [REDACTED] Initial.

Confirmed reservations may be made by execution of this Doubletree Ranch Park Rental Agreement. This Rental Agreement must be executed and all fees, including associated deposits (Attachment A), are due at the time of reservation.

Reservations will be made on a first-come first-serve basis. Reservations may be made up to twelve (12) months in advance of reservation date, and up to one business day in advance of the date of requested rental. The reserving party (the lessee) must be present for the duration of the event. The lessee also assumes full responsibility for the conduct of their invited guests and for any damages or disrepair to the facility. The lessee must be at least eighteen (18) years old.

No subletting of the pavilion or barn rental room(s) is permitted.

The City reserves the right to deny use of or cancel use of facility with just cause.

Pavilions are available on a first come, first served basis when not rented. Please be sure to have your permit handy, either printed or on your phone, to show proof of your reservation. If someone refuses to vacate the pavilion during your rental time, call the City of Highland Village Police Department non-emergency number at (972) 317-6551.

DAMAGE/CLEANING/KEY DEPOSIT

The damage deposit will be assessed in accordance with the approved rental rate structure. The deposit will be refunded within three business weeks of event less cost for damage repair, replacement or clean up expenses. The lessee will be held liable for actual damages and billed for excessive damages above the deposit amount.

The following items are prohibited from use: HELIUM BALLOONS, straw, hay, glitter, confetti and fireworks. The throwing of rice or sterilized birdseed and the use of bubbles is restricted to outside areas only. Bounce houses are not allowed at Doubletree Ranch Park. Failure to comply will result in the loss of your deposit. Facilities are equipped for surveillance. [REDACTED] Initial.

CANCELLATIONS

In order to receive a **full** refund of deposit(s), notification of cancellation must be in writing and received no later than thirty (30) days prior to the event date. Notification of cancellation received after this deadline may result in a forfeiture of the entire deposit. The lessee will forfeit their rental fee(s) and deposit(s) if cancellation is received less than 72 hours before the time of occupancy.

GENERAL RULES

1. By city ordinance, the use of tobacco, including the use of e-cigarettes and snuff, is prohibited in all city buildings and within twenty five feet of all entries.
2. Equipment that produces special effects such as a smoke machines and bubble machines are prohibited.
3. Neither the corridors, passageways, nor exits shall be obstructed by lessee, nor shall they be used for any purpose other than ingress or egress.
4. Lessee shall not admit to the premises a larger number of persons than the established occupancy rates.
5. Youth functions require two adult chaperons 21 years of age or over for rentals of 1 – 50 youth. One additional adult chaperon 21 years or older is required for every 25 additional youth. Chaperon(s) shall be present when the event starts and shall not leave during or before the event is completed and all youth have been picked up.
6. No cooking is allowed in the facility. Catering is allowed with self-contained warming units. Chafing fuel is allowed when utilizing chafing dishes.
7. **The lessee is responsible for their own safety and the safety of those associated with their event during the installation, display, and removal of all decorations. Free standing and table decorations are allowed. The use of duct tape, tacks, pushpins, nails, staples or damaging fixtures may not be used on the walls, ceilings, or floors. Birthday candles and chafing fuel canisters are allowed. No other type of open flame is allowed. Battery operated lighting is acceptable. Failure to comply will result in the loss of your deposit. Facilities are equipped for surveillance.** Initial.
8. Lessee will not post, exhibit, or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters or cards of any description, outside of the building, except as authorized by the Director of Parks and Recreation. Lessee agrees to immediately remove all signs, advertisements, show bills, or other materials which are objected to by the Director of Parks and Recreation or his or her representative.
9. **Set up and break down of tables and chairs in the Barn facility is the responsibility of the lessee. All City provided furnishings (chairs, chair carts and tables) may only be used inside the facility (rooms 101, 102 and 103). If renting multiple rooms, tables and chairs must be returned to the room from which they were taken by the end of the reservation. If renting a single room, do not remove tables and chairs from other rooms. Failure to comply will result in the loss of your deposit. Facilities are equipped for surveillance.** Initial.
10. Lessee is allowed to rent other/additional tables, chairs, decoration pieces, etc. at Lessee expense without prior approval of City staff. Equipment, supplies, or personal effects may not be stored or left in/at the facility after rental.
11. **All users shall return the facilities in the same conditions as when received. Lessee is responsible for cleanup of all areas/rooms in the facility that were utilized during their rental. All trash shall be removed immediately after the event to the outside dumpsters. All surfaces should be clean: floors, tables, chairs, and walls. Parking lot areas should not show evidence of event. Brooms and/or mops, light cleaning supplies and trash bags will be provided. Facilities are equipped for surveillance.** Initial.

12. Special request(s) must be submitted in writing to the Director of Parks and Recreation who has the authority to make exceptions for special circumstances and or requests.
13. **No animals** may be brought into the Barn facility, other than as required by handicapped persons, without written permission from the Parks and Recreation Director. **This includes petting zoos.**
14. Security may be required for certain events as determined by the Director of Parks and Recreation in consultation with the Highland Village Police Department. The lessee is responsible for paying the peace officer in advance of rental as part of overall rental fee expenses. Rate of pay is \$40/hour. City Parks and Recreation Department staff, peace officers, and other designated representatives, shall have the right at any time to enter any portion of the premises for any purpose whatsoever, and the entire building, including the premises covered by this agreement.
15. Lessee agrees to and shall indemnify and hold harmless the City of Highland Village, its officers, agents and employees, from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, attorney's fees, for injury to or death of any person, or for damage to any property, arising out of or in connection with the use of the premises by lessee, its agents, representatives, assigns, invitees, and participants under this agreement. Such indemnity shall apply where the claim, loses, damages, causes of action, suits or liability arise in whole or in part from the negligence of the City of Highland Village.
16. Lessee agrees to comply with all laws of the United Sates, the State of Texas, all ordinances of the City of Highland Village, Texas and all rules and regulations adopted by the City Council of the City of Highland Village, Texas, governing the use of the facility.

KEY PICKUP

Weekend Events

Keys to the Barn facility must be picked up at the Robert and Lee DuVall Center, 948B Highland Village Road, the Friday before your event, no later than 3 p.m. **Initial.** (Lessee initial if applicable)

Events occurring Monday thru Friday

Keys to the Barn facility must be picked up at the Robert and Lee DuVall Center, 948B Highland Village Road between 8 a.m. and 5 p.m. the day of rental. **Initial.** (Lessee initial if applicable)

As the Lessee, I (please print your name) _____ agree to the rules and terms of use as stated in this lease agreement. I understand, and agree, that failure to do so will result in additional cost and forfeiture of all my deposit and potentially bar me from further City of Highland Village facility rentals.

Lessee Signature _____ Date _____

City of Highland Village Staff _____ Date _____

Doubletree Ranch Park - Facility Rental Information

Rental Rates

<i>Dennis Oliver Event Center*</i>	Resident	Non-Resident
Main Barn Room 101	\$65/hr	\$90/hr
Barn Party Room 102	\$40/hr	\$70/hr
Barn Party Room 103	\$30/hr	\$60/hr
\$250.00 refundable deposit is required for each room		

*Two hour minimum

<i>Pavilion*</i>	Resident	Non-Resident
Hourly Rental	\$40	\$80
Daily Rental Cap	\$250	\$500
Refundable Deposit	\$250	\$250

*Two hour minimum

All Day Package

Includes Room 101, 102, 103 and Pavilion from 6:00 a.m. to 11:00 pm.

Resident Rental Fee: \$1360.00 + \$500.00 Deposit

Non Resident Rental Fee: \$2495.00 + \$500.00 Deposit

Facility Information

<i>Occupancy</i>	Size	With Tables/Chairs	Without Tables/Chairs	Tables & Chairs Available
Main Barn Room 101	54' x 27'	64	172	(8) 60" Round (4) 6'x 2.5' Rectangular (64) Folding Chairs
Barn Party Room 102	30' x 23'	32	82	(4) 60" Round (2) 6'x 2.5' Rectangular (32) Folding Chairs
Barn Party Room 103	22' x 16'	20	30	(5) 6'x 2.5' Rectangular (32) Folding Chairs