



Date submitted: \_\_\_\_\_

## Rental Application for City Facilities

A. Applicant Information (applicant is required to be over 21 years of age)		
Name:		
Organization Name:		Non-profit EIN#:
Address:		
City:	State:	ZIP Code:
Primary Contact Number:		
Email Address:		

B. Rental Facilities: full day, half day, or hourly if applicable, (Please select rental option)		
Community House <input type="checkbox"/>	Pool Cabana A (FD) (HD)	Brummerhop Cabana <input type="checkbox"/>
Rex Meador Park Pavilion <input type="checkbox"/>	Pool Cabana B (FD) (HD)	Brummerhop Pavilion <input type="checkbox"/>
Miramar Park Pavilion <input type="checkbox"/>	Pool Party Room <input type="checkbox"/>	Other: _____

C. Event Information (Date, time and location are not guaranteed)		
Date of Event:	Reservation Start Time:	Reservation End Time:
Type of Event: <input type="checkbox"/> Social Event (wedding, Birthday, etc.) <input type="checkbox"/> Meeting (business, non-profit, etc.) <input type="checkbox"/> *Parade, Organized Walk/run, Sporting event <input type="checkbox"/> *Concert, Carnival, Festival, Public show  <small>*if any option selected with Parade or Concert was selected, please complete special events application.</small>		
Number of people attending: <input type="checkbox"/> 1-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-75 <input type="checkbox"/> 76-90 <input type="checkbox"/> 91-120 <input type="checkbox"/> *121-200+ <small>*if 121 or more was selected, please complete special events application.</small>		
Is the public invited? <input type="checkbox"/> *Yes <input type="checkbox"/> No <small>*if Yes was selected, please complete special events application.</small>		
Will food be sold or a mobile food provider going to be present? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be a party rental (bouncy house, rock wall, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*If yes was selected, The bouncy House Form and proof of Liability Insurance is required.</small>		

D. Notes and Comments (optional)

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Rental Classification:	Applicable Fees	
<input type="checkbox"/> Resident	Rental Fee:	Deposit:
<input type="checkbox"/> Non-profit/Local Group		
<input type="checkbox"/> Non-Resident	Security Admin Fee:	Custodial Fee:
<input type="checkbox"/> Special Event/City Co-Sponsored		
<b>TOTAL AMOUNT DUE:</b>		



**Security/Alcohol Agreement Form (REQUIRED FOR ALL APPLICATIONS)**

In accordance with the Resolution, *Updated Regulations for City Park Rental Facilities*, security service is required for events using facilities unless waived by the City Manager. Security service is required when alcohol is served at an event.

Applicant Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Number during event: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Actual Hours with guests: FROM \_\_\_\_\_ TO \_\_\_\_\_

Actual Hours serving alcohol: FROM \_\_\_\_\_ TO \_\_\_\_\_

(YES) (NO) I acknowledge that alcohol will be served during the time of the event.

**Alcohol Acknowledgment**

Applicant is required to abide by the laws of the State of Texas, including those prohibiting consumption of alcohol by individuals under 21 years of age.

The applicant must be at the facility the entire time alcohol is being served. It is the responsibility of the applicant to be fully informed of all existing State and Local laws.

Failure to abide by existing State and Local laws on the premises may result in:

- a. Ejections from the premises
- b. Possible arrest(s)
- c. Termination of the event
- OR
- d. All of the above

**SECURITY/ALCOHOL AGREEMENT MUST BE POSTED  
DURING THE EVENT**



**Security/Alcohol Agreement Form – Continued**

If alcohol will be served during the event, please review and initial the following:

\_\_\_ I acknowledge that a licensed peace officer(s) will provide security for my scheduled event and must be present during times alcohol is being served.

\_\_\_ I acknowledge that each peace officer(s) assigned will be paid in cash, at a rate of \$40 per hour with a four (4) hour minimum and shall be paid by me at the time of the scheduled event.

\_\_\_ I acknowledge that no alcohol can be sold unless a copy of a TABC permit is provided.

\_\_\_ I acknowledge that I, the applicant must be at the facility the entire time alcohol is being served. It is the responsibility of the applicant to be fully informed of all existing State and Local laws.

\_\_\_ I acknowledge that it is a violation to serve alcohol to minors, and I agree to take the steps necessary to comply with the law.

\_\_\_ I acknowledge that the number of officers assigned to my event is based on the number of attendees.

<b>Security Services</b>	
Number of Attendees	Officers Required
1 – 50	1
51 – 100	2
101 – 300	3
301 – 400	4
401 – 500	5
501 or more	Determined by the Chief of Police

**Please sign acknowledgment of the Security/Alcohol Agreement**

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

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\_\_\_ City Manager/Designee waives Security Services for this event.

\_\_\_\_\_

City Manager/Designee Signature

\_\_\_\_\_

Date

Public Works Department: 281-291-5725 or 281-291-5726

For after hour assistance, please call 281-932-2047

Application Rev. 4/11/2023



## E. Terms and Conditions

Applicant represents and certifies that:

1. APPLICANT UNDERSTANDS THEY MUST BE AT LEAST 21 YEARS OF AGE TO RESERVE A CITY RENTAL FACILITY.
2. Misrepresentation or erroneous information in this application constitutes grounds for denial of future application and use.
3. Cancellations may be determined by the City Manager or designee due to severe weather, natural causes, or governmental intervention.
4. **Cancellation requests by applicant must be submitted in writing 30 days prior to the event to qualify for all fees to be refunded. Cancellations submitted less than 30 days may result in a loss of the rental fees.**
5. Seabrook requires that the applicant has adequate security protection at any function attended by varying numbers of persons and has guidelines for the number of peace officers needed per volume of attendants/nature of the function (see attached Security/Alcohol Agreement). The contract for security services is between the applicant and the individual peace officer(s), even when off duty police officers are engaged. If a City peace officer is assigned to an event on City premises, off duty under private party contract, he or she is not acting in his or her official capacity as a City employee and is an independent contractor providing services. **The applicant must directly pay the assigned officers at the event.**
6. If alcohol is served at the event, the Security/Alcohol Agreement form must be posted in clear view during the event.
7. **Applicant assumes cleaning responsibilities if entering a city facility before noon. Applicant is allowed in the facility only during hours on approved application.**
8. Applicant may not store items at rental facility during times other than the approved times on application.
9. Seabrook is not responsible for any property left on the premises. All property of the applicant must be removed by the end of the lease period. Any property remaining on the facility premises is deemed abandoned by the applicant and may become the property of the City of Seabrook.
10. **Applicants are required to remove all food, decorations, supplies, personal items, etc. from the facility and grounds on the same day/evening of reservation and ensure all equipment has been returned/stacked and in good working order.** Failure to clean the building and grounds in accordance to Resolution for Updated Regulations for City Park Rental Facilities, will result in loss of partial or full deposit.
11. Custodial services are optional, provided by contract at the rate stated on the application. Custodial services are restricted to returning tables and chairs to storage racks, cleaning counters, floors, restrooms and emptying the trash cans.
12. If applicant chooses to not opt for the Custodial Fee and the facility is not returned to ready to rent condition, the applicant's deposit will be applied to the Custodial Fee and will be charged additional fees if the deposit is not sufficient.
13. Applicant will bear all cost of any damages or cleanup; and for this purpose the City may retain part or all of the deposit, any excess will be paid to the applicant.
14. Deposits will be refunded after the property has been inspected by a city official and key/gate remote (if applicable) has been returned.
15. Applicant understands they must be in compliance with fire code safety restrictions specific to the city facility they are renting. All people over the maximum capacity determined by the Fire Marshall must remain outside.
16. COVID-19 guidelines, risks and impact are the responsibility of the applicant. Applicant and guests are required to follow State and local COVID-19 Executive Orders.



17. WAIVER OF LIABILITY:

- a. Applicant understands the City of Seabrook is not responsible for the loss or damage to any equipment or supplies of the renter.
  - b. To the fullest extent permitted by law, APPLICANT, shall indemnify and hold harmless the City of Seabrook from and against claims, damages, losses, and expenses, including but not limited to, attorney’s fees, which arise out of or in any way relate to any and all personal injury, death and/or property damage in connection with rental by the City to the rental of the facility (as defined above), and arising out of any act and/or omission by the City and/or of any and all of the City’s agents, servants, and employees, including but not limited to, negligence, gross negligence, strict liability, breach of express or implied warranty, breach of fiduciary duty, breach of the duty of good faith and fair dealing, fraud, conspiracy, conspiracy to defraud, deceptive trade practice allegations, misrepresentations, or contribution, or any other claim, whether based on a tort, contract, or under any theory of recovery, under any state or federal law, or whether compensatory or punitive damages (or any types of damages whatsoever). In no event will the City of Seabrook be liable for special indirect or consequential damages arising out of, or in connection with, the rental of the facility rendered under this Agreement.
18. Applicant has read the rules and regulations and understands the fee structure to which time they have chosen.
19. Applicant acknowledges applicable Ordinance/Resolution which can be found on the City of Seabrook website.
20. Applicant acknowledges items prohibited by City Ordinance or other laws, not limited to, fireworks, helicopters, and illegal possession of weapons.
21. Applicant understand that video drones are not allowed to fly over the City of Seabrook without first registering the drone with the city.

Ordinances and Resolutions referenced in this application can be found on the City of Seabrook’s website (seabrooktx.gov).

[https://library.municode.com/tx/seabrook/codes/code\\_of\\_ordinances](https://library.municode.com/tx/seabrook/codes/code_of_ordinances)

- Resolution *Updated Regulations for City Park Rental Facilities*
- Ordinance *Updated Park Regulations*
- Ordinance *Master Fee Schedule*

Printed copies are available upon request.

_____	_____
Applicant Signature	Date
_____	_____
City Manager Signature	Date
_____	_____
Police Department Representative Signature	Date
_____	_____
Fire Marshall Representative Signature	Date



**Thank you for completing this application.**

FOR OFFICE USE ONLY		
Rental/Security Admin Amount Due:	Date Paid:	Form of Payment: (Cash) (CC) (Check)
Refundable Deposit Amount Due:	Date Paid:	Form of Payment: (Cash) (CC) (Check)
Security Officer Fee Due at event:	Date Paid:	Form of Payment: (Cash) (CC) (Check)
Custodial Amount Due:	Date Paid:	Form of Payment: (Cash) (CC) (Check)
Date Keycard/Gate Remote Provided:		Date Keycard/Gate Remote Returned:

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Deposit Returned:	Date Returned:	Deposit NOT Returned:	Accountant Initials:
Explanation of Damage or Cleanup required:			