



## **PAVILION RESERVATION FORM**

**RESERVATION WILL NOT BE ACCEPTED MORE THEN 3 MONTHS PRIOR TO THE REQUESTED DATE.**

The City of Grayson takes reservations for the large pavilion in the City Park for functions by individuals and groups. There is no charge. We do, however, have certain rules which all must abide by to maintain the park enjoyable to all. Please fill out the information completely, sign the acceptance page and submit it to City Hall In person.

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**Time Requested** (we only allow one time slot per party.)

\_\_\_\_\_ From 10:00 a.m. to 1:00 p.m.

\_\_\_\_\_ From 2:00 p.m. to 5:00 p.m.

\_\_\_\_\_ From 6:00 p.m. to 9:00 p.m. (Park closes **At** 9pm)

**Type of Function:**

\_\_\_\_\_

**Estimated Number of Person in attendance** \_\_\_\_\_

\*Landscape maintenance occurs in the park on Tuesday between 10am-2pm.

\*The park closes at **9:00 PM**. You must pack up and leave at 9:00 P.M.

# Rules

## **RESERVATION WILL NOT BE ACCEPTED MORE THEN 3 MONTHS PRIOR TO THE REQUESTED DATE.**

1. No reservation will be taken by mail, phone, fax, email, or similar devices. This form will not be mailed to you. You must pick up the form at City Hall or download it from our website. Please fill out the form and return it in person to City Hall. Your reservation will not be confirmed until this form is completed and returned.
2. Due to our limited resources all trash and debris from your function must be removed by you and taken to a disposal site away from City Property. The trash receptacles are only for casual visitors. **I understand and agree:** \_\_\_\_\_
3. Do not hang any decorations from any structure or landscaping material with fasteners of any sort (e.g., nails, screws, staples or the like) Do not use tape or glue or the like unless you plan to remove the same. All decorations must be removed at the end of the function.
4. Vehicles are to be unloaded in the designated parking areas (parking lot on Rosebud Road, Kennerly Cox House parking lot or the empty lot located next to City Hall which is accessed from Grayson Parkway) **There is no vehicle access to the pavilion. Park Drive is officially a closed street starting at the park restroom.** Handicapped guest can find handicapped parking spots next to the senior center or in the Arts and History center parking lot. There is a sidewalk access to the pavilion from all paved lots. No vehicles are allowed to drive past the senior center parking lot and no vehicles are to drive over the curb, across a sidewalk or onto the grass in the park area to load or unload.  
**I understand and agree** \_\_\_\_\_
5. Reservations are accepted for only three (3) hour time blocks. However, you must clean up and be clear of the area prior to the end of your reservation period.
6. No alcoholic beverages allowed in the park property.
7. No petting zoos, pony rides or water-related activities allowed.
8. No fundraising events, admission charges or the selling of food or beverage allowed except in the instance of a city sanctioned and/ or sponsored event.
9. No outside grills of any type allowed. If the pavilion grilled is used, please extinguish the charcoal prior to leaving.
10. The park/ pavilion **shall not** be used for events such as direct sale product distribution parties (Amway, Avon, Tupperware etc.), campaign/ political events, or any event deemed unsuitable for the facility.
11. Inflatable devices are allowed if this application is accompanied by a Certificate of Insurance from the inflatable rental company listing in the City of Grayson as an additional insured on the policy. If the Certificate of insurance is not on file at the time of the party and an inflatable is being utilized the electricity will be turned off and the party will be required to vacate the premises.
12. Violation of these rules, or destruction of the park property may deny you the right of further use and may subject to you to possible civil and/ Or criminal penalties. **I understand and agree** \_\_\_\_\_
13. No part of the event shall be set up on the stage at the ampavillion, on the grass in front of the stage or in the pavilion on either side of the stage. **I understand and agree** \_\_\_\_\_
14. The City of Grayson reserves the right to cancel your reservation within thirty days written notice.

**Failure to abide by all the rules will result in the denial of future reservation requests and possible removal from the park.**

**I understand and follow all the rules.**

**Reservation Accepted:**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
City of Grayson

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

Date of Reservation \_\_\_\_\_

Time reserved \_\_\_\_\_

### **FOR OFFICAL USE ONLY:**

This party is approved for the use of an inflatable and there is a Certificate of Insurance on file.

The only approved location for an inflatable entertainment device is in the empty field between the park and the Parkside building (where Johnny's Pizza is located). Electricity can be accessed from the light poles located along the sidewalk.

Applicate initials: \_\_\_\_\_

Approved by \_\_\_\_\_

**YOU MUST HAVE A COPY OF THIS FORM DURING THE FUNCTION. THE CITY OF GRAYSON RESERVES THE RIGHT TO DENY THIS APPLICATION FOR A CAUSE. UPON REQUEST, THIS FORM MUST BE SHOWN TO GRAYSON CITY OFFICIALS.**

**Updated 4/2024**