



SPECIAL EVENT PERMIT

APPLICANT INFORMATION

Name _____ Contact Number _____

Organization Name _____

Type of organization: Non-profit Church School Business Volunteer
 Individual Board / Committee Other

Organizer Address _____

Email Address _____

Applicant is: Event Organizer On-site Emergency Contact Organization Representative

On-Site Manager _____ Contact Number _____

EVENT INFORMATION

Event Name _____ Event Date(s) _____

Event Address _____

Event Time _____ Anticipated Attendance _____

CITY OF PILOT POINT SERVICE NEEDS

City Facility Usage

Gazebo on the Square Old City Park Community Center Groff Park Athletic Facilities

Street Closure If so, where?

City Facility Electricity (additional fee required)

Fire/EMS

Security required for alcohol service (additional fee required)

Public Works Assistance

Applicant Sales: Food/Drink (distribute/sell) Alcohol (distribute/sell) Merchandise

Outside Vendor Sales: Food/Drink (distribute/sell) Alcohol (distribute/sell) Merchandise

BY SIGNING THIS FORM, I DECLARE THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL RULES, REGULATIONS, TERMS AND CONDITIONS, INCLUDING INDEMNIFICATION.

Signature _____ Date _____

Please note that Pilot Point has a City Ordinance prohibiting amplified sound outdoors between the hours of 10 pm and 7 am. DISCLAIMER: Granting permission to use the city facilities does not constitute an endorsement by the city of the group or its beliefs and/or practices.

CITY STAFF APPROVAL _____ CITY COUNCIL _____ PUBLIC WORKS _____ POLICE _____ FIRE _____



GROFF PARK FIELD USE PERMIT

APPLICANT INFORMATION

Name _____ Contact Number _____

Name of Team / Group _____

Address _____

Event Date(s) _____ Event Time _____

Requested Field(s)	
<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Field 3 <input type="checkbox"/> Field 4 <input type="checkbox"/> T-Ball <input type="checkbox"/> Tennis / Pickleball Courts	
Type of Use	
<input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament	
Number of Participants	Number of Teams

FOR ADMINISTRATIVE USE

	Qty.	Cost
# of Fields		
Light Usage		
Field Preparation Fees		
# of Teams		
Additional Fields		
City Staff		



RENTAL FEE SCHEDULE

GROFF PARK BASEBALL FIELDS

Practice (2-hour minimum)

- ◆ Without lights: \$45 per two (2) hours | With lights: \$80 per two (2) hours

Tournaments

- ◆ Field use: \$600 per field per day
- ◆ Electricity: \$40 per hour

The electricity usage fee is determined by using the sunset time off the Farmer's Almanac for the City of Pilot Point and rounded to nearest half hour. Light fee is \$40 per hour, per field.

See: <https://www.almanac.com/astronomy/sun-rise-and-set/zipcode/76258>

PILOT POINT YOUTH SPORTS ASSN

pilotpointyouthsports@yahoo.com

GROFF PARK TENNIS & PICKLEBALL COURTS

Tennis courts are free for leisure users of the park when not in use by the Pilot Point High School. Court usage times are posted at Groff Park and are subject to change.

Tournaments

- ◆ \$100 per day

PARKS SERVICES PROVIDED

Mowing and watering of fields are provided by the City of Pilot Point Parks Staff. Restrooms will be open for tournament play. Field preparation, including chalking the field, will be provided by the applicant applying for field usage. Maintaining clean restrooms and cleanup of litter during use is the responsibility of the group using the facility. Concession Stand services are to be coordinated through the Pilot Point Youth Sports Association.

All tournaments, leagues and practices must end by 11 pm. Lights may be disconnected if the field is in use after the stated end time.

Cancellations of play due to inclement weather or wet conditions is the responsibility of the reserving entity, but the "City" reserves the right to override play on the fields, if, in the opinion of the "City", such play will unduly damage the fields.

GAZEBO ON THE SQUARE

- ◆ \$100 deposit
- ◆ \$5 per hour electricity fee

OLD CITY PARK PAVILION

- ◆ \$100 deposit
- ◆ \$75 per (4) hours
- ◆ \$5 per hour electricity fee

Note: There is no public restroom available at either of these facilities.



RENTAL FEE SCHEDULE

COMMUNITY CENTER FEES & REGULATIONS

Resident Fee

- ◆ \$200 for (4) hour rental, \$350 for full-day rental
- ◆ \$200 deposit

Non-Resident Fee

- ◆ \$300 for (4) hour rental, \$500 for full-day rental
- ◆ \$300 deposit

Community Center rental hours are 7 am - 10 pm. Facility will be secured by Parks staff at reservation time.

Renters of the Community Center will adhere to the following terms and conditions:

ADMISSION FEES OR SOLICITATION OF FUNDS IS PROHIBITED

- ◆ A deposit must be paid upfront to reserve the date.
- ◆ I acknowledge that the Pilot Point Community Center is a "Smoke and Alcohol Free" facility. Any use of alcohol on the premises will result in immediate termination of event and loss of deposit.
- ◆ Nothing is to be attached or placed on walls, ceilings or ceiling fans;
- ◆ I will use the Center according to information and requirements on agreement;
- ◆ No verbal agreements can be made with city representatives;
- ◆ I am entitled to use only the area that I have rented;
- ◆ Payment for the facilities shall be made by (date) _____; which is seven (7) business days prior to the event or this agreement shall be canceled.
- ◆ Renter will be at the Community Center at all times.
- ◆ Failure to clean the facilities, building, and grounds or failure to return the keys will cause the city to withhold part or all of deposit;
- ◆ I will be charged for additional hours used that are not stated on this form; Any return of deposit will be made within 30 days after the event;
- ◆ All setup and cleanup time shall be included in my rental fees.

Only one event scheduled in the Community Center per day. Use of the room includes restrooms, warming kitchen area (including appliances), back storage room (including tables, chairs, mops, brooms, and buckets), outside covered porch area, parking lot and grounds.

Deposits: All deposits are to be paid in full at the time reservation is made. Reservation is not valid without a deposit. 80% of the deposit will be refunded for cancellations made at least 72 hours prior to a reserved event. No refunds will be made for cancellations after that time. 100% of room deposit, if applicable, will be refunded upon satisfactory compliance with cleanup and damage requirements (see clean up and damage) within 30 days of the event.

Fees: Fees are computed from the time of initial set up through final clean up. All fees are to be paid at least 7 business days in advance. If fees are not paid by this deadline, reservation will be canceled,

and the deposit will be refunded.

Reservations: You MUST show proof of city residency or non-resident fees will apply. A reservation form must be completed along with the deposit, paid in full before reservation is valid. No one under 21 may sign the form. Reservations may be made up to 12 months in advance. Reservations must be made at least two (2) business days prior to the requested date. No reservations will be made after 12 noon on Fridays.

Equipment Setup: The user is responsible for set up and re-storing of the tables and chairs used for event to their original position. (A chart is posted on the wall showing the positions.)

Clean Up and Damage: Clean the facility and grounds at the end of the event. This includes: sweeping and wet mopping all floors, cleaning all walls, toilets, sinks, tables, chairs and appliances; clearing off all tables of all disposable contents and cleaning all spills; turning off all lights and ceiling fans; locking all outside doors (Note: if keys are lost and/or doors cannot be locked, contact the Pilot Point Police, do not leave the doors unlocked!). Remove all trash and litter from inside facility, outside covered porch area, parking lot and grounds; place all trash and litter in the outside metal trash container located to the rear of property between the Library and Community Center; (Renter must provide their own cleaning products for clean-up and replace any garbage bag liners used during event). Renter must return all tables, chairs and equipment to their original locations. Incidental damage to the center, parking lot, grounds, equipment and/or key(s), may result in the withholding of all or part of deposit. Intentional or excessive damage may require additional monies to be paid to the City to cover the cost of repairs.

Safety Provisions: Maximum capacity is 100 persons with tables. It is unlawful to exceed this capacity. Open flames such as candles or burners are not allowed.

Minor Children: Minors shall be supervised by an adult 21 years of age (must show proof of age) at the following ratio:

Age 00 - 12 years require 1 adult per 4 children

Age 13 - 17 requires 1 adult per 10 young adults

Curfew ordinance for all minors will be enforced. Please check with the Police Department for more details about City of Pilot Point Curfew Ordinance.

Suitability of Premises: It is the responsibility of the users to inspect the premises to ensure that they are adequate for use. The City does not guarantee that all electrical, plumbing or mechanical fixtures, components or devices will be operational and shall be held harmless from damages or disruptions caused by such failures. The City will do its best to keep such systems operational. In case of emergency need assistance during your event, you may call City Hall (8 a.m. to 5 p.m.) Monday-Friday, or if after hours or weekends, call the Pilot Point Dispatch On-Call at 940/349-1600, option 9.

City Officials (including police officers) reserve the right to inspect the building at any time during the rental period.

BY SIGNING THIS FORM, I DECLARE THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL RULES, REGULATIONS, TERMS AND CONDITIONS, INCLUDING INDEMNIFICATION.

Signature _____

Date _____

PUBLIC WORKS

STREET CLOSURES

Should your event need street closures of any kind, the City of Pilot Point can assist you with these needs.

- ◆ Street closures for events must be approved by the City Council. Street closure requests must be submitted (45) days in advance of your event.
- ◆ At the conclusion of your event, all trash, tables, chairs, etc. need to be removed from the roadway to allow for the safe passage of vehicles prior to removing the barricades. Once this has occurred, please move the barricades aside to allow traffic to pass through the area.
- ◆ During your event time frame, no vehicles should be moving through any area of the street closure area.

BARRICADE RENTAL:

Dallas Barricade

214-748-5791

Public Works Department employees may be hired for assistance with street closures and trash pick-ups for \$60/hr per employee.

PORTABLE BATHROOMS

Any events with more than 100 expected attendees without an accessible public restroom will be required to arrange for additional portable bathrooms. This includes all events happening on the Square.

TRASH PICK-UPS

Should your event need additional trash receptacles or anticipated pick-ups, Rhino Removal can assist you with these needs. Contact Rhino Removal customer service at 469-607-4466.

Public Works Staff

940-324-5029

Public Works After Hours: 940-368-0985

Wendy Haun, Main Street Director

940-293-7434

whaun@cityofpilotpoint.org

REQUIRED POLICE & SECURITY

The Special Event shall be operated and supervised to the satisfaction of the City. Should your event serve alcohol, there will need to be a security detail present at your event.

- ◆ There should be a minimum of two licensed/bonded security officers or one active-duty Texas peace officer on site per 100 anticipated attendees
- ◆ These security officers should be wearing some sort of distinctive apparel that make them readily identifiable as the security detail for the event
- ◆ No personnel are allowed to be armed, unless they are peace officers

The Pilot Point Police Department has a program to hire off-duty police officers to provide security support at your event. These officers can be hired for \$65/hr per officer with a minimum time commitment of (4) four hours.

For any questions regarding security at your event, contact Chief Rex Marks at rmarks@pilotpointpolice.org.

INSURANCE REQUIREMENTS

INDEMNIFICATION

Organizer hereby fully indemnifies, saves, and holds harmless the City of Pilot Point, its officers, employees, agents, licensees, and invitees (collectively called "city parties") against any and all liability, damage, loss, claims, demands, and actions of any nature whatsoever, on account of personal injury (including, without limitation, workers' compensation and death claims), or property loss or damage of any kind whatsoever, which arises or is claimed to arise out of or is or is claimed to be in any manner connected with the use of the city property for the special event.

The person signing the first page declares he/she has the authority to bind the Organizer for this indemnification.

LIABILITY INSURANCE

Organizer shall provide insurance as requested:

- ◆ \$1,000,000 minimum
- ◆ Insurance shall cover liability for injury, death, and property damage, including coverage for alcohol related claims, if alcohol is being served.
- ◆ The City of Pilot Point must be named as an "Additional Insured" on the policy.
- ◆ At least 7 days prior to the Special Event, the Organizer must give to the City a certificate of insurance.

BOUNCE HOUSES/INFLATABLES

In order for a bounce house to be on city property, a \$1M insurance policy from the vendor, listing the City of Pilot Point as Additional Insured, is required.

- ◆ It is the responsibility of the renter to ensure the vendor supplies the required insurance.
- ◆ It is the responsibility of the Permit Holder to make sure that the Bounce House company provides a generator as a source for electricity.

Please reference Amusement Ride Safety Inspection and Insurance Act, Occupations Code Chapter 2151. All required state inspections must be up to date and can be verified at:
<https://www.tdi.texas.gov/commercial/lcamcurrentsticker.html>

RELEASE; ASSUMPTION OF RISK

Organizer, for itself and any owners, managers, directors, partners, officers, agents, employees, representatives, contractors, concessionaires, and invitees do hereby waive any and all claims for damage, injury or loss to any person or property, including the death of any person that may be caused, in whole or in part, by the act or failure to act of the City of Pilot Point, Texas ("Pilot Point"), its officials, officers, agents, employees and/or invitees in connection with, arising out of, or related to the event or this agreement. Organizer, for itself and any owners, managers, directors, partners, officers, agents, employees, representatives, contractors, concessionaires, and invitees do hereby assume the risk of all conditions, whether dangerous or otherwise, in and about the premises of Pilot Point, and waive any and all specific notice of the existence of any defective or dangerous condition in or about the said premises. The provisions of this paragraph shall survive the termination of this agreement and the event.

QUESTIONS?

Completed form must be returned to City Hall (45) days in advance of your event to secure City services. Please direct additional questions regarding having an event in Pilot Point to Main Street Director Wendy Haun.

Phone: 940-293-7434 | Email: whaun@cityofpilotpoint.org