



RENTAL RESERVATION APPLICATION

| APPLICANT INFORMATION | | |
|-----------------------------|--------|-----------|
| APPLICANT NAME: | | |
| ORGANIZATION NAME (IF ONE): | | |
| ADDRESS: | | |
| CITY: | STATE: | ZIP CODE: |
| TELEPHONE NUMBER: | | |
| EMAIL: | | |

| ACTIVITY INFORMATION | |
|---|--------------------------|
| LOCATION OF RESERVATION: | |
| SLAYTER CREEK PARK PAVILION | <input type="checkbox"/> |
| SLAYTER CREEK PARK GAZEBO | <input type="checkbox"/> |
| NATURAL SPRINGS PARK GAZEBO | <input type="checkbox"/> |
| DATE OF ACTIVITY: | TIME OF ACTIVITY: |
| TYPE OF ACTIVITY: | |
| PLEASE, DESCRIBE IN DETAIL WHAT WILL TAKE PLACE DURING THE RENTAL PERIOD. (PORTABLE GRILL, MUSIC, INFLATABLES, SPORTS, GAMES, ETC.): | |
| WILL FOOD OR BEVERAGES BE SERVED? | |
| IF YES, HOW WILL FOOD BE PREPARED? | |
| ESTIMATED ATTENDANCE NUMBER: | |

| RENTAL & DEPOSIT FEE INFORMATION | |
|---|------------|
| RENTAL FEE (\$10/HR ANNA NEIGHBORS,\$20/HR NEIGHBORS OUTSIDE ANNA): | |
| DEPOSIT FEE (\$200): | TOTAL FEE: |
| CHECK OR MONEY ORDER NUMBER: | |

| DEPOSIT REFUND INFORMATION | | |
|----------------------------|--------|-----------|
| ISSUE DEPOSIT REFUND TO: | | |
| ADDRESS: | | |
| CITY: | STATE: | ZIP CODE: |

RESERVATION PROCEDURES:

1. Reservations are made on a first come, first serve basis.
2. Reservations are accepted Monday through Friday during regular business hours.
3. Applicants must be at least 18 years of age and be on-site during the rental period.
4. Applications may be emailed to Jennifer Watson at jwatson@annatexas.gov.
5. Only checks and money orders will be accepted until an online system goes live at which time credit cards will be accepted.
6. Please, make checks and money orders payable to:
City of Anna, Neighborhood Services Department
312 North Powell Parkway
Anna, Texas, 75409
7. Applications, checks and money orders may be put in an envelope in the mailbox outside Inc. Cube at 312 North Powell Parkway. On the outside of the envelope, please, put to the attention of Jennifer Watson.
8. Questions may be directed to Jennifer Watson at 469-734-677.
9. The rental agreement receipt acts as the Permit authorizing use of the facility.

PARKS DEPARTMENT PAVILION & GAZEBO RENTAL RULES & REGULATIONS:

1. The applicant is responsible for seeing that the facility rented is free of damage and excess litter.
2. Any damage that occurs to the facility during the rental period and excess litter are the responsibility of the applicant.
3. The consumption of alcohol is prohibited.
4. No food, beverages or other items may be sold without a permit.
5. No inflatables may be used without a permit and insurance.
6. Amplified sound is prohibited without a special use permit.
7. The City of Anna is not responsible for any lost or stolen items.
8. Loss of future reservation privileges may apply for failure to comply with the above guidelines.

WAIVER OF LIABILITY

I assume all risks associated with the use of the property identified in the reservation application and/or permit. I agree to indemnify the City of Anna, its employees, elected officials, appointed officials and agents from any and all damages, liabilities, actions, losses, costs, expenses, claims and demands arising out of the use of the property specified herein including without limitation, death, personal injuries, damage to or loss of property which may be incurred as a result of such use. I agree to abide by all City of Anna Ordinances, rules and regulations and to abide by the policies governing the use of this facility. I further certify that I have read and understand all terms and conditions contained herein. Nothing herein shall be deemed as a waiver of Governmental immunity from liability.

APPLICANT SIGNATURE: _____ DATE: _____

PARKS DEPARTMENT SIGNATURE: _____ DATE: _____

| OFFICIAL USE ONLY |
|-------------------------------|
| APPLICATION RECEIVED ON DATE: |
| APPLICATION RECEIVED BY: |
| FEES PAID ON DATE: |
| FEES RECEIVED BY: |
| PERMIT ISSUED ON DATE: |
| PERMIT ISSUED BY: |