

**Picker’s Pavilion**

**FACILITY RENTAL APPLICATION**

**RENTAL FEE MUST ACCOMPANY SIGNED APPLICATION**

Name of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Facility | Date of Reservation | Description of Use | Rental Fee  **NON-**  **REFUNDABLE** | Deposit Fee | Rental  Fee  Amount Paid | Date  Rental Paid | Deposit  Amount  Paid | Date  Deposit  Returned |
| Pickers Pavilion |  |  |  |  |  |  |  |  |

**Make check payable to: City of Lindale** 55 Miranda Lambert Way Suite 3, Lindale, TX 75771

APPLICATIONS WITH MISSING INFORMATION CAN NOT BE PROCESSED IN A TIMELY MANNER AND MAY PREVENT OR DELAY IN RESERVATIONS. NO REFUNDS UPON CANCELLATION.

***\*Please note additional permits & fees may apply.*** ***You are responsible to contact Community Department regarding Festival/Event Permits & fees (with or without alcohol) @ 903-882-6861****.*

\*Permit for Festival/Event (alcohol or no alcohol) $150.00. **If alcohol is served, you must hire security.**

By signing below, the Applicant certifies that the information provided above is correct; he/she has read and understood the information contained in this application; and he/she agrees to conduct their event in compliance with all applicable city codes, ordinances, state/city laws and the conditions contained in this application.

I have read and initialed the check off list for renting Picker’s Pavilion

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Printed Name of Responsible Party Cell Phone Number/Contact Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Responsible Party Date of Signature

Additional Notes:

**For Office Use Only**

Date of Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Method of Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials of Employee: \_\_\_\_\_\_\_\_**Specific for Picker’s**

**Facility Use Instructions**

**Pickers Pavilion at Blackberry Square: 205 E. North St., Lindale, Texas**

1. Hours of Rental: 8:00a.m. - Midnight; No early entry on the grounds is allowed. Rental fees are non-refundable upon cancellation.
2. Food for general sale/ free to the public must be governed by Northeast Texas (County) Health Department. All food vendors must be permitted thru the NET Health Department. It is your responsibility to contact NetHealth to verify Smith County’s regulations on food service, call 903-535-0030
3. Open flame cooking and/or open flame heating elements NOT allowed inside Pickers Pavilion.
4. Cooking and food preparation on the outside grounds of Pickers Pavilion is allowed.
5. Parking and driving on the grass areas is not allowed, with the exception food trucks at the standing electrical outlets.
6. Decorating Picker’s Pavilion must not alter or damage the facilities or grounds.

* WINDOWS ARE TINTED PLEXIGLASS AND YOU CANNOT USE TAPE, SUCTION CUPS, COMMAND STRIPS ETC. ON THE WINDOWS. IF YOU DO – YOU WILL BE REPLACING THE ENTIRE WINDOW TINTING. VERY COSTLY. \_\_\_\_\_\_INITIAL - WINDOWS WILL BE CHECKED PRIOR TO YOUR EVENT AND AFTER YOUR EVENT.
* Placement of holes/painting of any kind on the inside or outside walls, is prohibited.
* When securing décor, the use of supplies that can be promptly removed without damaging the buildings or grounds in any way must be used. This may include strip ties, string, wire, hangers, etc.
* All areas must be left in an orderly condition, and trash or litter must be placed in the dumpster located on the southeast corner of the Pavilion grounds.
* The City of Lindale reserves the right to invoice the renter with the cost of damage repairs to the buildings or grounds when these guidelines are not followed.

1. The City of Lindale has a sound ordinance code and it will be strictly enforced.

<https://www.lindaletx.gov/DocumentCenter/View/1824/Noise-From-Venue-Ordinance-16-2017>

1. Undesirable behavior inside or outside of the building, or on the building grounds will not be tolerated.
2. Overnight stays and unaccompanied minors are not allowed in facility.
3. Serving Alcohol without a City permit is grounds for immediate eviction of premises.
4. Events serving alcohol requires uniformed officers.
5. Festival & Special Event Application ($150) will be required if:

* Event is opened to the public.
* Event has gift vendors.
* Private/Public event has alcohol.

1. Gambling activities are not permitted in buildings, surrounding areas, or park grounds.
2. The City of Lindale has a no smoking ordinance and it will be strictly enforced.
3. The City of Lindale reserves the right to cancel any reservation for reasons deemed necessary by city management.
4. The City of Lindale is not responsible for injury, theft, damage, or death in conjunction with events or activities held on rented properties.
5. A deposit fee is due when picking up the key(s) to the building. The deposit is refunded when the key(s) have been returned and the premises have been inspected.
6. Insurance: The City of Lindale does not maintain event insurance for private events.
7. If you’re having an event where booth fees are collected from individual vendors and you are using the outdoor grounds to place vendors, the rental price is $1,000.00 per day. No exceptions. Must have $150.00 permit see #12.
8. Absolutely no vehicles will be allowed inside Picker’s Pavilion for unloading or teardown for private events.

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| RENTER | FEE | DEPOSIT REQUIRED | DESCRIPTION |
| FAMILY CELEBRATIONS:  WEDDINGS, BIRTHDAYS, ANNIVERSARIES, GRADUATIONS | $350.00  PER DAY paid within 7 days from making reservation  **NON-REFUNDABLE** | $200.00 paid one week prior to event | LARGE PAVILION WITH AMPLE PARKING, ELECTRICITY,  CEILING FANS, RESTROOMS  Special Festival/Event Permit Required (when event is opened to the public or if event has alcohol)  $150 |

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| SUBLEASING VENDOR BOOTHS FOR MARKETS, TRADE SHOWS, CRAFT SHOWS, AND BAZAARS “20 – 25 Booths inside only” | $500.00  PER DAY paid within 7 days from making reservation  **NON-REFUNDABLE** | $200.00 paid one week prior to event | LARGE PAVILION WITH AMPLE PARKING, ELECTRICITY,  CEILING FANS, RESTROOMS  Special Festival/Event Permit Required (with or without alcohol)  $150.00 |
| SUBLEASING VENDOR BOOTHS FOR MARKETS, TRADE SHOWS, CRAFT SHOWS, AND BAZAARS  “26 -150 Booths inside Picker’s and outside ground” | $1,000.00  PER DAY paid within 7 days from making reservation  **NON-REFUNDABLE** | $500.00 paid one week prior to event | LARGE PAVILION WITH AMPLE PARKING, ELECTRICITY,  CEILING FANS, RESTROOMS  Special Festival/Event Permit Required (with or without alcohol)  $150.00 |