**Checklist for Picker’s Pavilion**

**Please initial in each square**

Explained rental is for one day (unless paid you have paid to set up your event the previous day). No decorating, delivering of furniture or supplies or anything else shall be done at Picker’s the day before.

All trash must be taken to dumpster after event.

Please read sound ordinance.

Must have permit thru City if you intend on serving beer and wine. City will request proof of payment before issuing permit. Security Guards must be obtained and meet the criteria of Police Chief. If you are selling alcohol, in addition to the city’s permit you must be permitted thru the Texas Alcohol and Beverage Commission. This permit is $150.00

If you are hosting a festival/or event you must pull a permit. This permit is $150.00.

Please do not stack any tables or chair against the walls which prevent the doors from sliding all the way to the end of their tracks.

You have been given a map and a list of important phone numbers.

You have completed application and rental agreement forms and paid for rental of Picker’s and permits. You understand deposits and when to pick up the key and the latest date to let us know if you need to rent items.

You have been given a copy of all paperwork, business cards and a receipt of payment.

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

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Signature of Responsible Party Date of Signature

Additional Notes: