

Set-Up/Compliance Form

Email completed form to: pomanager@tcpara.org

Please initial in the applicable places, indicating that you have read and understand these conditions.

_____ (initial) **Rental Terms and Conditions**

I understand that rental is subject to approval by PARA, and the fees given on my receipt are only an estimate. I understand that additional fees may apply, based on the circumstances of my rental. I understand that tournaments, special events (where monies are charged, crowds over 200 people, or special circumstances) will require a special permit, which must be approved by the park operations department. Additional permit fees are due no later than 14 days prior to event or rental may be considered null and void.

_____ (initial) **Rental Payment**

Full payment is due at the time of reservation for all rental fees to include \$25 special permit fee if applicable. There are NO refunds for shelter/park rentals due to weather.

_____ (initial) **Cancellation Policy**

All reservations must be cancelled in person at a PARA Activity Center or the Downtown administrative office no later than seven (7) business days prior to the scheduled reservation date. A \$25.00 processing fee will be applied to all cancellations with the remaining monies paid refunded to the rental party 7-10 business days following the cancellation. Cancellations requested with notice of less than seven (7) days will forfeit all monies. There are NO refunds for shelter/park rentals due to weather.

_____ (initial) **Set-up and Clean Up**

All rental parties understand rental time must include set-up, takedown and clean-up time for your event. The set-up and takedown of any decorations, equipment, catering, tents, moonwalks, DJ, etc. must be done during rental time period. No early entry will be allowed, and all participants must depart the facility at the designated time indicated in the rental agreement. This includes clean up, tables & chairs, tents, grills, equipment, moonwalks, DJ, etc.

_____ (initial) **Alcoholic Beverage Policy**

No alcoholic beverages will be allowed. The Ranger will patrol and check for alcoholic beverages on-site. In any case where alcoholic beverages are found on-site, the rental will immediately be cancelled and no refund of monies or credits will be issued.

_____ (initial) **Sale/Sponsorship of Beverages**

Rental Party understands that the sale/sponsorship of beverages is limited to Buffalo Rock Pepsi products. All PARA Centers/Parks/Facilities are subject to a pouring rights contract with Buffalo Rock Pepsi. This only applies to rentals who will have beverages for sale at the event.

_____ (initial) **General Rules (Grills, Admission Fees, Fireworks, Public Use, Vehicles)**

- Vehicles will not be allowed on the grass.
- The public cannot be denied access to public parks and park amenities during your reservation.
- Portable grills must be cleaned & removed from the rental site during the rental time period.
- No dumping of charcoal on-site. -No sales or admission may be charged. -No fireworks will be permitted.

_____ (initial) **Moonwalk/DJ/Music/Water Features**

- Rental Party understands that shelters and parks have limited electrical and water services, and assumes **ALL** responsibility for any additional electrical and water equipment needs such as generators, water hoses, etc.
- Rental Party assumes full responsibility for any additional equipment brought into the facility, with limited power supply for band or DJ's equipment.
- If there is music of any kind, appropriate sound levels must be maintained, as not to disturb the public, and can not contain profane lyrics. The Park Ranger has sole authority over what is acceptable.

_____ (initial) **Teen Party Request**

Rental Party understands that Teen rentals are subject to additional rules and regulations as laid out in the teen party policy, available online and in any PARA office.

_____ (initial) **Rental Information**

Rental Party has read, understands, and agrees to abide by the Park, Shelter & Field Information and Rules and the Set-Up Compliance Form. Any deviation from the rules set by PARA in this form or laid out in any of the rental information will result in forfeiture of facility deposit.

Rental Party understands and agrees to the PARA cancellation policy, as detailed in the Park, Shelter & Field Information and Rules.

**If you have any questions prior to your rental event, please contact
Park Operations at 205-562-3210.**

**If there are questions/concerns during your rental period,
please contact:**

Park Ranger at 205-361-2253 or 205-361-2258.