

Heritage Square

Pavilion & Amphitheater Rental Policies

Availability: HERITAGE SQUARE PARK PAVILION AND AMPHITHEATER ARE ONLY AVAILABLE FOR PUBLIC EVENTS

- A special event permit is required for all events where the general public is invited.
- The City designee has the right to refuse rental if the proposed event conflicts with scheduled events or if the proposed use is perceived to be physically detrimental to the facility. All rentals must be approved in writing by the designee. Exceptions to the rental policy may be permitted with prior approval of the City.

Set Up Requirements:

- It shall be the responsibility of the person signing the rental agreement to be on-site for the entire duration of the rental and to comply with and enforce all City policies, rules, and regulations pertaining to pavilion and amphitheater usage.
- Renter shall comply with all laws – federal, state and local – including all ordinances of the City of Taylor and all rules, regulations, and requirements of the Parks and Recreation, Police, and Fire Departments.
- Renter is responsible for the set up and clean-up of the facility and must include time needed for set up, decoration, and clean up in the requested rental time.
- Renter shall be permitted to use only the areas which have been rented during the time period. Renter shall not do or permit to be done, in or upon any portion of the facility or its premises, anything that will obstruct or interfere with the rights of the other renters of the facility.
- At no time shall a renter sub-lease or assign its rental to another individual, group, or organization.
- Additional services which are not normally provided by the City such as special sound and lighting equipment, additional stage facilities, extra electrical and utility services, etc., must be furnished solely by the individual or association who agrees to acquire necessary electrical, health, sound, and other permits as may be required and to comply with all codes and laws of the City of Taylor, as well as all County, State and Federal codes and laws.
- Water access is limited to the restroom sinks and water fountains.

Decorations:

- Renter requiring additional services/equipment other than which are normally provided by the facility must be furnished solely by the renter and are subject to the department's approval. Renter agrees to assume all necessary expenses.
- Renter shall not be permitted to nail, tack, screw, or otherwise physically attach materials to any part of the facility. Masking tape, painter's tape or scotch tape are preferred, if necessary. No items may be hung from the ceiling. All decorative materials must be treated with flame proofing and meet the requirements of the City of Taylor Fire Codes.
- All decorations must remain inside area that is rented and completely removed at conclusion of rental.

Cleaning Requirements:

- All trash must be bagged and disposed of properly in trash receptacles. Large events may be required to provide dumpsters.
- All decorations must be removed.
- The City will be reimbursed by user/renter/group for any costs incurred due to damages or additional cleaning, an additional charge may be deducted from the damage deposit.

Cancellation:

- If a rental needs to be rescheduled due to weather or schedule conflicts, the renter must contact the designated number by the next business day following their rental date to reschedule or request a refund.

Security Requirements:

- One chaperone (at least 21 years old) shall be required for every 25 minors (up to 18 years of age). Chaperones shall be present when the rental begins, be present throughout the rental time, and shall not leave the area until all youth have vacated the immediate area.
- City staff shall reserve the right to determine whether police security shall be required during a scheduled activity and, in collaboration with the Taylor Police Department, shall determine the amount of security required during the occupancy of the facility. If the renter refuses to assume the cost of such police security, then the rental shall be subject to cancellation.
- All applications must state the maximum expected attendance. A rental may be shut down immediately by City staff or Taylor Police Department without refund of deposit or rental fees on the following conditions:
 1. If expected attendance exceeds maximum number stated by greater than 10%.
 2. Breach of the Peace.

Prohibited Activities and Items:

- Sidewalk chalk, confetti eggs, water balloons and piñatas are prohibited.
- Commercial solicitation and transactions are prohibited.
- Golfing, archery, remote control vehicles including planes, and horseback riding are prohibited. Firearms are prohibited except as authorized by law. Pets shall be kept on a leash at all times.
- Bounce houses are not allowed on any grass area of the park.
- Glass containers ARE NOT permitted in the parks, leased facilities, or parking lots.
- Where vehicle parking lots or areas have been set aside in any park in the city, no vehicle shall be driven over or across the curbs, sidewalks, grass or lawn within the park, and vehicles shall be parked in the parking lots or areas as designated and not elsewhere unless approved by City staff.
- Campfires and open burning is not allowed in Heritage Square Park. Personal barbeque grills are allowed in the parking lot only.

Disclaimer:

- The City reserves the right to cancel a rental at any time. Any rental found to be in violation of the rules stated will be subject to loss of its security deposit and shall be grounds for prohibiting future use of City facilities.

- All events will be required to provide liability insurance with limits of \$1,000,000 naming the City of Taylor as additionally insured.
- Bounce Houses/Amusements: Must be approved by City designee. Generators (not provided by the City) must be used for all bounce houses/amusements.
- Renter agrees to indemnify and hold harmless the City, its agents, and employees from and against any claims for damages to persons or property arising out of any use of the facility and its premises by renter. The renter does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind or character, whether real or asserted, occurring in connection with the use of the facility or its premises by renter, his or its agents, servants, employees, contractors or subcontractors. The City assumes no responsibility for any property placed in or about the facility.

YOUR SIGNATURE WILL BE COLLECTED ON THE SIGNATURE PAD DURING BOOKING

Fee Schedule – Amphitheater

Deposit:	\$500 refundable deposit
Rental:	
All day -	\$250 (4+ hours)
Half day -	\$125 (less than 4 hours)
Non-profit rate	
All Day -	\$125
Half Day -	\$62.50

Fee Schedule – Pavilion

Deposit:	\$300 refundable deposit
Rental:	
All day (4+ hours) -	\$150
Half day (less than 4 hours) -	\$75
Non-profit rate	
All Day -	\$75
Half Day -	\$37.50

Non-profit renter must be able to produce proof of non-profit status.

Police Fees (established by ordinance)

\$42.00 per hour per officer, with a three hour minimum. If a police vehicle(s) is needed, then the cost is \$25.00 per hour per vehicle.