

Rental Overlook

Reservations

- The Riverbend Park may be reserved one year in advance.
- Reservations are on a first come first serve basis.
- Tentative reservations will be held for 14 days after contract is mailed. If the contract and deposit are not received within the given time frame, the area and date request will then be open again for reservations. Please also see our cancellation policy below for other details.

Payment

- The Riverbend Park requires that you pay the deposit fee at the time of contract.
- All fees must be completely paid 15 days prior to the event.
- We accept cash, check, VISA, MC, or DISC for all payments except security payments which is cash only.

Deposit

- The deposit is required at the time of contract signing.
- All deposits are refundable so long as no damages are done to the park, clean up was done according to the check off sheet, and all other guide lines were followed correctly. Please also see our cancellation policy below for additional information.
- An inspection of the rented location and/or equipment will be preformed the following business day of the rental.
- Refundable deposits will be at the Director's discretion if there are damages or the contract was not followed as outlined.
- If no issues occurred during your rental then your deposit will be returned to you by mail within 2 weeks of your rental. If the deposit is cash it will need to be picked up in person.

Cancellation Policy

Please read through our cancellation policy carefully and ask if you have any questions.

- **FULL REFUND:** If cancellation on your event is 30 business days or more prior to your event, you will receive a full refund of your deposit.
- **\$35 FEE:** If cancellation of your event is less than 30 business days but greater than 7 business days prior to your event, you will be charged a \$35 administration fee. This fee can be deducted from the deposit or paid separately.
- **½ of DEPOSIT:** If cancellation of your event is less than 7 business days but greater than 48 business hours prior to your event, you will lose ½ of your deposit.
- **NO REFUND:** If cancellation of your event is less than 48 business hours, or you do not show for your allotted time, than you will forfeit all of your deposit and will receive no refund.

Additions

We have items within the Park that we allow our renters to use. Some are included in the user fee while others have a separate fee. Separate fees will be outlined in the 'Additional Charges' area in your contract.

- Tables and chairs are available for use when renting the Pavilion for no additional charge. We ask that if tables and/or chairs are used, that they are put back in the same way you found them.
- The picnic tables within the park are free to use in your rented area. Please do not move them from one location to the other. If you move them around within the area, please move them back to their original position. Do not leave picnic tables in the center of the covered area of Chuckwagon. Around the perimeter is fine.
- Once the kitchen is finished at the Pavilion, there will be an additional \$100 fee to use it.

Clean Up

You will be given a clean up sheet to follow with your contract as well as in the back of this packet. Please review the expectations and ask questions before your event. Not following some or all of the cleaning sheet may result in part or all of your deposit to be kept.

- It is the party's responsibility to clean up during and after the event.
- All trash must be bagged and placed in the BFI dumpster behind the Pavilion.
- Trash containers and brooms are provided for your convenience.
- Please mop any spills that may occur during the rented time.
- Instructions for clean up of the rented area will be given to the party and must be followed thoroughly.
- Removal of all of your party's belongings as well as entire clean up of all rented areas must be completed the night of your event during your rented hours...NOT the following day. Going over your rented hours will result in an extra fee of \$100 for the first hour and \$50 thereafter.

Keys

- Keys will need to be picked up one day prior to the rental date.
- Keys must be returned to the Recreation Center the next business day following the rental in order to receive your full deposit back.

FEES

Pavilion (Covered facility)

- **Deposit -** \$250.00/Day

All parties are required to put down a deposit. Please see our cancellation policy for other details.

- **Private -** \$150.00/Day

Private parties include: Wedding receptions, birthday/anniversary parties, reunions, etc.

- **Non-Profit -** 50% of above rates

To get the non profit rate, you must provide a non profit form with your signed contract and deposit.

Extra w/ Pavilion

Kitchen – (PENDING) \$100.00/Day

Chuckwagon (Open area w/ covered dance floor)

- **Deposit -** \$250.00/Day

All parties are required to put down a deposit. Please see our cancellation policy for other details.

- **Private -** \$125.00/Day

Private parties include: Wedding receptions, birthday/anniversary parties, reunions, etc.

- **Non-Profit -** 50% of above rates

To get the non profit rate, you must provide a non profit form with your signed contract and deposit.

Open Area (to use for exclusive use)

- **Deposit -** \$100.00/Day

All parties are required to put down a deposit. Please see our cancellation policy for other details.

- **Private -** \$100.00/Day

Private parties include: Wedding receptions, birthday/anniversary parties, reunions, etc.

- **Non-Profit -** 50% of above rates

To get the non profit rate, you must provide a non profit form with your signed contract and deposit.

FEES

(cont.)

➤ **Softball Field**

- Without lights- No Charge
- With lights - \$10.00/2 hours
- Exclusive Use - \$25.00/Day
- Tournament - \$100.00 (2 Day Max)

Volleyball Pits

- Exclusive Use - \$25.00/Day
- Tournament - \$75.00 (2 Day Max)

Basketball Courts (PENDING)

- Exclusive Use - \$25.00/Day
- Tournament - \$75.00 (2 Day Max)

Campsites (16 Pads & 3 Pull-thurs)

- Electric & Water - \$12.00/Night; Seniors (50+) \$9.00/Night
- Tent (w/o electric) - \$9.00/Night

Rental Areas

Pavilion

- All reservations must be made 30 days or more in advance. This is to insure all payments can be made in a timely fashion and preparation arrangements for the rented area with our parks crew.
- Saturday rental contracts for the Pavilion includes use of the Pavilion on the rented Saturday from 8:00am-12:00am plus 1 hour for clean up, with the option of setting up the Friday before until 12:00am.
- If your event runs over the rented times, your deposit will be deducted \$100 for the first hour and \$50.00 per hour thereafter.
- Rental of the Pavilion gives your exclusive use of the Pavilion only. It does not include use of any part of the Chuckwagon area.
- Please see the Do's and Don'ts page for other specific rental details.
- Please see Security page for specific details if your event will have alcohol.

Chuckwagon

- All reservations must be made 30 days or more in advance. This is to insure all payments can be made in a timely fashion and preparation arrangements for the rented area with our parks crew.
- Saturday rental contracts for the Chuckwagon includes use of the Chuckwagon on the rented Saturday from 8:00am-12:00am plus 1 hour for clean up, with the option of setting up the Friday before until 12:00am.
- If your event runs over the rented times, your deposit will be deducted \$100 for the first hour and \$50.00 per hour thereafter.
- Rental of the Chuckwagon gives your exclusive use of the Chuckwagon only. It does not include use of any part of the Pavilion area.
- Please see the Do's and Don'ts page for other specific rental details.
- Please see Security page for specific details if your event will have alcohol.

Rental Information

Alcoholic Beverages

- Security requests for a Smithville officer or other officer must go through the rental director and approval must go through our Chief of Police.
- Rentals that do not have a Smithville PD Security Contract will be considered in breach of contract, the rental can be terminated immediately, and your deposit will not be returned.
- Security arrangements & payment for the officer must be completed no less than **15 days prior** to your event.
- Security is \$30 per hour per officer with a minimum of 4 hours.
- There will be a \$50 fee per officer if you run over your allotted time.
- Use of our Smithville Officers is preferred but not required. However, to use another officer, you will still need to have a Smithville PD Security Contract. You will need to give the Rental Director the officer's name and phone number in order for our Chief of Police to contact them. Not all requests will be granted.
- In the State of Texas, any person(s) who provides alcoholic beverages to another person may be responsible for the actions of that person, including injuries to persons or property.
- The City of Smithville does not assume any responsibility for injuries arising out of any events not sponsored by the City.
- Individuals should use special care if alcoholic beverages are being served at the event.
- You are required to have a Security Officer (at your expense) on duty while your event is in progress.
- All sales of alcoholic beverages are to be made in compliance with the Texas Alcoholic Beverage Commission (TABC). For questions concerning the sale of alcoholic beverages and/or obtaining a permit, call TABC's Austin District Office at (512) 451-0231. If selling alcohol at the event, a copy of the Liquor Liability must be returned to the Recreation Center 5 days prior to the event. To obtain a Liquor Liability you will need to contact Johnny King at 303-1080 Ext. 216. You must obtain a license before selling alcohol.

If alcoholic beverages are present at your event and you have not cleared this with the Director of Rentals you WILL NOT receive your deposit back plus you will be faced with a fine of up to \$500.00.

The City of Smithville reserves the right depending on the type of event to require security.

Park Rental Rules

- No glass beverage containers.
- All rented areas must be cleaned in order to receive your deposit.
- No vehicles inside the Chuckwagon or Pavilion except to unload or load supplies and equipment, unless otherwise cleared with the Rental Director.
- No alcoholic beverages are allowed in the park unless you have security that has been cleared through the Rental Director and Smithville Police Department.
- No go-carts, three wheelers, etc. are permitted on Park grounds.
- Hours of operation:
All park ground and facilities shall be closed between the hours of 11:30pm and 6:00am unless otherwise authorized by the Rental Director.
- DECORATIONS: Please remove all decorations at the conclusion of the event.
- DAMAGE: The renter agrees to keep the Riverbend Park in good condition and shall not permit any unusual wear, damage, breakage or theft to occur. Renter shall pay the Recreation Center for any loss or liability incurred to the park during their event. If there is liability in excess of the deposit made by the renter, then the Recreation Center will bill the renter the amount of the excess cost.
- TABLES and CHAIRS or for use in the Pavilion only and may not be removed from the park with out prior approval of Rental Director. You must rent the Pavilion in order to use the tables and chairs. Rental of the Chuckwagon only includes use of the picnic tables in the Chuckwagon area.
- STORAGE: Storing items at the park before, during or after your rental at your own risk. The city is not responsible for any lost, stolen, or damaged items.
- PARKING: Parking availability is not guaranteed and on any occasion may be limited.
- Young children attending events inside the Riverbend Park must be under the direct supervision/control of an adult 18 years of age or older.
- AMPLIFIED MUSIC: (Live band or D.J.) must end a minimum of one hour prior to the end of your scheduled park use.

Clean Up Instructions

- Pick up all trash in rented area and take it to BFI Dumpster.
- Wipe off tables and chairs if needed.
- Return tables and chairs to proper storage location. Return picnic tables back to original location. **DON'T LEAVE PICNIC TABLES ON THE COVERED DANCE FLOOR.**
- Sweep up any food on dance floor/Pavilion floor.
- Clean any spills on dance floor/Pavilion floor.
- Check restrooms for cleanliness. Restrooms are cleaned prior to each event. It is the renter's responsibility to clean the restrooms if a "mess" has been made during event.
- Remove all personal belongings and/or decorations from the park. The City of Smithville and the Parks & Recreation Department are not responsible for any lost, stolen, or damaged items.
- Lock up building, electrical boxes, and gates prior to leaving the park.
- Return keys to the Recreation Center, or other specified area, the following business day.
- Please keep in mind that the same facility you are renting may be being used the following day for another event. Please leave the area the way you found it.
- The Parks Crew will do a walk through inspection of your rented area the following work day and will report the condition of the area to the Rental Director. Please know that this inspection **COULD** reflect the return of your deposit.