

**Old Mill Pond Museum**

**Chapel Rental Application**

**RENTAL FEE MUST ACCOMPANY SIGNED APPLICATION**

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

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

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Reservation  | Description of Use  | Rental Fee  | Deposit Fee  | Rental Fee Amount Paid  | Date Rental Paid  | Deposit Amount Paid  | Date Deposit Returned  |
|   |   |   |   |   |   |   |   |

**Make check payable to:**

City of Lindale

*55 Miranda Lambert Way, Suite 3, Lindale, Texas 75771*

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.

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

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

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:\_\_\_\_\_\_\_\_



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1. Overnight stays and unaccompanied minors are not allowed in any facility.
2. Alcoholic beverages are not permitted in buildings, surrounding areas, or park grounds.
3. Alcoholic beverages and/or consumption is not allowed on city owned property.
4. Gambling activities are not permitted in buildings, surrounding areas, or park grounds.
5. Smoking is strictly prohibited in buildings, surrounding areas, and park grounds.
6. All areas must be left in an orderly condition, and trash or litter must be deposited in proper outside receptacles in order for deposit to be refunded.
7. All chairs, tables, benches, etc., must be returned to proper places when building and grounds use is complete.
8. No decorations or ornaments are allowed to be hung from ceilings, walls, or light fixtures.
9. Full cost of repairing damages caused by activities of participating groups will be the responsibility of the person signing the application.
10. Rental fees paid in advance are not refundable upon cancellation.
11. The City of Lindale reserves the right to cancel any reservation for reasons deemed necessary by city management or city council.
12. The City of Lindale is not responsible for accident or injury associated with building or park facilities use. All facilities are used, and events are attended under the direction and responsibility of the person signing the application. The City of Lindale holds no responsibility for injury, theft, damage, or death in conjunction with events or activities held on rented properties.
13. A deposit fee (indicated below) is required in connection with each rental. The deposit is due when making your reservation. The deposit is refunded when the premises have been inspected and accepted.
14. Failure to leave the buildings and grounds clean and orderly will result in forfeiture of the deposit.
15. Insurance: The City of Lindale does not maintain event insurance for private events. Individual renters are responsible for acquiring event insurance for their protection.
16. All reservations are prioritized on a first paid, first scheduled basis.

**Schedule of Fees: *All fees are subject to change without notification.***

|  |  |  |  |
| --- | --- | --- | --- |
| LOCATION | FEE | DEPOSIT REQUIRED | DESCRIPTION |
| PICKERS PAVILION AT BLACKBERRY SQUARE  | $300.00 PER DAY | $50.00  | LARGE OPEN AIR PAVILION WITH AMPLE PARKING, ELECTRICITY, CEILING FANS, RESTROOMS |
| KINZIE COMMUNITY CENTER  | $150.00 PER DAY | $50.00  | INDOOR FACILITY EQUIPPED WITH TABLES, CHAIRS, FULL KITCHEN, LIVING ROOM, OUTDOOR COOKING AREA |
| CHAPEL AT OLD MILL POND | $150.00 PER DAY | $50.00  | SMALL COUNTRY CHAPEL LOCATED AT OLD MILL POND WITH VIEW OF POND, SURROUNDED BY TREES; SEATS 20 |



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 **Specific Facility Use Instructions**

**Specific for Chapel at Old Mill Pond: 2900 S Main Street, Lindale, Texas**

1. Hours of Rental: the Chapel is only available during Old Mill Pond hours of operation. Museum is still opened to public.
2. Food preparation areas are not available.
3. Decorating inside or outside of the Chapel or on the grounds of Old Mill Pond is strictly prohibited.
4. Wedding or personal photography sessions can take place at Old Mill Pond. Museum items must not be moved or altered for the photographs.
5. 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.
6. The pews fit 23 guest. It is a very small venue. You may bring a few tables and chairs for cake and food in the area by the chapel.
7. We do not have sound equipment or music equipment installed. You may bring your own but it can’t be too big.