

**Picker’s Pavilion**

**FACILITY RENTAL APPLICATION**

**RENTAL FEE MUST ACCOMPANY SIGNED APPLICATION**

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

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

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

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| Facility | Date of Reservation | Description of Use | Rental Fee  **NON-**  **REFUNDABLE** | Date Rental Fee  Paid | Safety Deposit Amount | Date Safety  Deposit  Amount  Paid | Date  Safety Deposit  Returned |
| Picker’s Pavilion |  |  | $350 |  | $250 |  |  |

**Make check payable to: City of Lindale** 55 Miranda Lambert Way Suite 3, Lindale, TX 75771

APPLICATIONS WITH MISSING INFORMATION CAN NOT BE PROCESSED IN A TIMELY MANNER AND MAY PREVENT OR DELAY RESERVATIONS.

**NO REFUNDS UPON CANCELLATION.**

***\*Please note additional permits & fees may apply.*** ***You are responsible for contacting the Lindale Community Development regarding Festival/Event Permits & fees (with or without alcohol) @ 903-882-6861****.*

\*Permit for Festival/Event (alcohol or no alcohol) $150.00. **If alcohol is served, you must hire security.**

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. 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.

I have read and initialed the check off list for renting Picker’s Pavilion

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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: \_\_\_\_\_\_\_\_**Specific for Picker’s**

**Picker’s Pavilion Facility Instructions**

**Pickers Pavilion: 205 Cannery Row (E. North St.), Lindale, Tx 75771**

1. Hours of Rental: 8:00a.m. - Midnight; No early entry on the grounds is allowed. Rental fees are non-refundable upon cancellation.
2. Food for general sale/ free to the public must be governed by Northeast Texas (County) Health Department. All food vendors must be permitted thru the NET Health Department. It is your responsibility to contact NetHealth to verify Smith County’s regulations on food service, call 903-535-0030
3. Open flame cooking and/or open flame heating elements are NOT allowed inside Pickers Pavilion.

\***Sterno Canned heat is allowed to keep food warm**\*

1. Cooking and food preparation must be done prior to your event.
2. Parking and driving on the grass is not allowed.
3. Decorating Picker’s Pavilion must not alter or damage the facility or grounds.

* WINDOWS ARE TINTED PLEXIGLASS AND YOU CANNOT USE TAPE, SUCTION CUPS, COMMAND STRIPS ETC. ON THE WINDOWS. IF YOU DO, YOU WILL BE RESPONSIBLE FOR REPLACING THE ENTIRE WINDOW. WINDOWS WILL BE CHECKED PRIOR TO AND AFTER YOUR EVENT.
* Placement of holes/painting of any kind on the inside or outside walls, is prohibited.
* When securing décor, you may use zip ties, string, wire, etc.
* All areas must be left in an orderly condition, and trash or litter must be placed in the dumpster located on the southeast corner of the Pavilion grounds.
* 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.

1. The City of Lindale has a sound ordinance code and it will be strictly enforced. All music must stop by 11pm.

<https://www.lindaletx.gov/DocumentCenter/View/1824/Noise-From-Venue-Ordinance-16-2017>

1. Undesirable behavior inside or outside of the building, or on the building grounds will not be tolerated.
2. Overnight stays and unaccompanied minors are not allowed in facility.
3. Serving Alcohol without a City permit is grounds for immediate eviction of premises.
4. Events serving alcohol requires uniformed officers.
5. Festival & Special Event Application ($150) will be required if:

* Event is opened to the public.
* Event has vendors.
* Private/Public event has alcohol.

1. Gambling activities are not permitted in buildings, surrounding areas, or park grounds.
2. The City of Lindale has a no smoking ordinance and it will be strictly enforced.
3. The City of Lindale reserves the right to cancel any reservation for reasons deemed necessary by city management.
4. The City of Lindale is not responsible for injury, theft, damage, or death in conjunction with events or activities held on rented properties.
5. A safety deposit fee is due when picking up the key(s) to the building, make out one check for the safety deposit amount. The safety deposit is refunded when the key(s) have been returned and the premises have been inspected.
6. All furniture must be taken out of the Pavilion by midnight of the rental day. If furniture is left inside the Pavilion, the deposit will not be returned.
7. Insurance: The City of Lindale does not maintain event insurance for private events.
8. Absolutely no vehicles will be allowed inside Picker’s Pavilion for unloading or teardown for private events.

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| RENTER | FEE | SAFETY DEPOSIT REQUIRED | DESCRIPTION |
| FAMILY CELEBRATIONS:  WEDDINGS, BIRTHDAYS, ANNIVERSARIES, GRADUATIONS | $350.00  PER DAY paid within 7 days from making reservation  **NON-REFUNDABLE** | $250.00 paid one week prior to event | LARGE PAVILION WITH AMPLE PARKING, ELECTRICITY,  CEILING FANS, RESTROOMS  Special Festival/Event Permit Required (when event is opened to the public or if event has alcohol) $150 |

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| SUBLEASING VENDOR BOOTHS FOR MARKETS, TRADE SHOWS, CRAFT SHOWS, AND BAZAARS “20 – 25 Booths inside only” | $500.00  PER DAY paid within 7 days from making reservation  **NON-REFUNDABLE** | $250.00 paid one week prior to event | LARGE PAVILION WITH AMPLE PARKING, ELECTRICITY,  CEILING FANS, RESTROOMS  Special Festival/Event Permit Required (with or without alcohol) $150.00 |
| SUBLEASING VENDOR BOOTHS FOR MARKETS, TRADE SHOWS, CRAFT SHOWS, AND BAZAARS  “26 -150 Booths inside Picker’s and outside ground” | $1000.00  PER DAY paid within 7 days from making reservation  **NON-REFUNDABLE** | $550.00 paid one week prior to event | LARGE PAVILION WITH AMPLE PARKING, ELECTRICITY,  CEILING FANS, RESTROOMS  Special Festival/Event Permit Required (with or without alcohol) $150.00 |