

# CITY OF RICE PARK PAVILION APPLICATION FORM



**Business Office**  
**205 East Calhoun \* Rice, TX 75155\***  
**PHONE: 903-326-7500**

Park Pavilion is available for reservation to both residents of Rice, and non-residents. These facilities may be reserved for any day of the week, from 8:00 a.m. until 5:00 p.m. (Central Standard Time). Reservations are available on a 4 hour basis. All reservations are accepted on a first come-first served basis. Reservations must be made in person at the Rice City Hall Administration Office at 205 East Calhoun between 8:00 a.m. 5:00 p.m.

### **SPECIAL EVENTS/ACTIVITIES Require Additional Forms**

Date(s) Requested \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Park & Facility Requested \_\_\_\_\_ Total Hours: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ **please note valid photo ID required**

**\*\*Email Address:** \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ Primary Phone: ( ) \_\_\_\_\_

Other Phone ( ) \_\_\_\_\_

Exact Nature of the Use: \_\_\_\_\_ Total # Attending: \_\_\_\_\_

Inflatable at event? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **(If yes, proof of Liability Insurance & a gas-powered generator must be used.)**

### **PAVILION PERMIT FEES:**

Resident: \$25.00 (up to 4 hours)

Non-Resident: \$40.00 (up to 4 hours)

#### **A: DAMAGE DEPOSIT:**

\$50.00 refundable deposit will be required in addition to rental fees.

#### **B: CANCELLATION FEES FOR PAVILION RENTALS:**

A \$25.00 administrative fee will be assessed on park pavilion rental non-weather cancellation and changes less than 7 business days to the event. Cancellations must be received in writing at City Hall along with your original receipt and paperwork. For reasons of inclement weather; a \$10.00 administrative fee will be assessed. Within 1 hour of reservation start time, please call 903-326-7500 to leave a message on weekends about not using the facility in order to not incur refund charges. A staff member will contact you to verify a refund or transfer of use.

Thank you for choosing the Mike Dickens Memorial park Pavilion for your rental needs. Your patronage is valued and your rental is important. Should you have any comments, questions, or concerns please call 903-326-7500, Monday through Friday, between 8:00 a.m. and 5:00 p.m.