



City of Cleburne

McGregor Park House Use Application

1628 WEST HENDERSON

Date received: _____

Received by: _____

**Facilities Management Department
P.O. Box 677
Cleburne, TX 76033**

**Office: 817-645-0949
Fax: 817-645-0989**

Applicant Name(s): _____

Applicant Address: _____

City: _____ St: _____ Zip: _____ Telephone: _____

Fax: _____ Email Address: _____

Organization Name: _____

Address: _____ City: _____ St: _____ Zip: _____

Time and Date Desired: all reservations end by 10:00pm

Event date: _____, 200__. Time: _____ am pm to _____ am pm

Type of meeting or activity: _____

Maximum occupancy is 35 people

Number of adults: _____ Number of children: _____ Total number of attendees: _____

Alcoholic beverages served? Yes / No Is there a charge? Yes / No

Is food being served? Yes / No Is kitchen access needed? Yes / No Catered event? Yes / No

Name of caterer: _____ Telephone: _____

Setup Needs:

6'x30" rectangle table: Yes___No___ Number required: _____ (16 Available)

54" round table: Yes___No___ Number required: _____ (12 Available)

Folding Chairs: Yes___No___ Number required: _____

Is your group registered as a non-profit agency in the State of Texas? Yes___ No___

Room set-up must be provided **7-10 days prior to event.**

Room set-up can be provided on the floor plan provided in your rental packet.

Your reservation is NOT guaranteed until confirmed and full payment is received.

Signature _____

Date _____

OFFICE USE ONLY

Manager approval: _____ Date confirmation sent: _____

Rental amount received: \$ _____ Receipt #: _____ Deposit: \$ _____

Deposit amount refunded: \$ _____ Refund date: _____ By: _____

Security Required? Yes ___ No ___ \$ _____

AGREEMENT: The signatory hereby makes application to the City of Cleburne for the use of city facilities described on the reverse side of this form and certifies that the information given is correct. The signatory further states that he/she has the authority to make this application and agrees to all of the rules and regulations of the City of Cleburne. The applicant agrees to exercise the utmost care in the use of city premises and property.

HOLD HARMLESS AGREEMENT: Except for the city's sole negligence, the facility user shall agree to defend, protect and indemnify for costs, legal and other expenses or damages and to hold harmless the City of Cleburne, its officers, employees, and agents from any and all claims, liabilities or suits arising directly or indirectly out of the use of the City of Cleburne's facilities.

CERTIFICATE OF INSURANCE: All facility users that are required to provide event insurance shall provide evidence of General Liability Insurance for not less than \$1,000,000 combined single limit bodily injury and property damage coverage or \$500,000 per person/\$1,000,000 per occurrence property damage. The City of Cleburne will be named as an additional insured by endorsement.

Smoking is prohibited in all city facilities.

Lessee or their agents or employees shall at all times strictly comply and abide by all laws and ordinances (including federal, state, county and city) applying to or affecting the use and occupancy of city facilities.

Lessee shall be responsible for securing and costs of any personnel needed for the operation and security within the facility and it's premises as deemed necessary by the city.

Only licensed peace officers of the City of Cleburne are approved for security purposes. (Contact Parks and Recreation for more information)

A security deposit may be assessed at the discretion of the city and part or all of the deposit may be retained for failure to comply with policies of the facility.

Lessee shall not sublease or assign the permit or any portion thereof without the written permission of the city.

Occupancy capacity of any city facility leased shall not be exceeded. It is the responsibility of the Lessee to ensure that the capacity posted is not exceeded. The Lessee is legally responsible for any violations of the stated capacities. The occupant load at the McGregor House is based on square footage combined with the set-up of tables and chairs. **The maximum occupancy is no more than 35 persons.** Utilizing a full complement of tables and chairs, the occupancy rate is no more than 35 persons. **These numbers are established by the Cleburne Fire Department for your safety and approved by the Parks & Recreation Board**

The City of Cleburne has the right to cancel an approved request or revoke the right of the use of any city facility to any group or individual when:

- Said group or individual has shown sufficient disregard for the policies of the city.
- It is deemed necessary for the concern of the health, safety, and welfare of the user, guest, or the general public.
- Is in the best interest of the City Of Cleburne.
- Necessary maintenance repairs must be made.

Only non-profit organizations are permitted to sell any alcohol to guests. This includes beer, wine and liquor. A permit from the Texas Alcohol Beverage Commission is required to serve alcohol products. No brown-bagging permitted.

I (We) have read and understand the rules and regulations for the leasing of city facilities. I (We) understand that I (we) are responsible for any damage(s) that may occur during our lease period.

Lessee

Date

Lessee

Date

McGREGOR HOUSE RENTAL FEES

Rental Fee

Fee for use of McGregor House is as follows:

<i>Time Session</i>	<i>Fee Schedule</i>
Morning Session 4 Hours (8 am to Noon)	\$50 per 4 hour session
Afternoon Session 4 Hours (1 pm to 5 pm)	\$50 per 4 hour session
Middle Block that spans Morning & Afternoon 4 Hours	\$75 per 4 hour session <i>(Examples: 10 am to 2 pm; 11:00 am to 3:00 pm, luncheon meeting, etc.)</i>
After Hours & Weekends <i>(After 5 pm and Weekends)</i>	\$25 per hour with 2 hour minimum
Botanical or Horticultural Groups <i>(for events that are for public education involving botanical programs/meetings)</i>	No charge <i>(Group must have prior approval as being an approved botanical / horticultural group or organization. Groups are required to set up & take down tables & chairs/clean after use.)</i>

Rental time is defined to include all set-up and take-down time.

Deposit

A security deposit may be assessed at the discretion of the city and part or all of the deposit may be retained for failure to comply with policies of the facility.

Security

Only licensed peace officers of the City of Cleburne are approved for security purposes. Security may be required at the discretion of the city.

GENERAL RULES AND REGULATIONS FOR McGREGOR HOUSE

The following rules and regulations are to help preserve and protect the house for the enjoyment of all those who use the facility. Please respect this valuable resource and use it in a way that will insure that the house will serve generations of Cleburne residents and visitors.

- No nails, push pins, tacks, tape, adhesives or objects may be attached to walls, blinds, window casings or any surfaces.
- No candles are allowed. With permission, exceptions may be made for weddings.
- The fire place is decorative only. Fires are strictly prohibited.
- Please do not drag objects or furniture on floors so as to damage the finish in any way.
- Do not remove any equipment, decorations or furniture from the facility.
- Do not use the kitchen for cooking or preparing food items. Stove and refrigeration appliances are intended for keeping foods at proper temperatures. All food should be prepared off-site in accordance with rules and regulations for caterers. (See Caterer Rules)
- In case of weather that may generate muddy conditions, facility users should take precautions to restrict tracking in of mud, moisture or associated materials that will damage floors.
- Children should be supervised at all times.
- The use of tobacco products is prohibited.
- No pets are allowed in the house.

Use this facility in ways you would want your home treated by guests.

RULES AND REGULATIONS FOR CATERERS AND KITCHEN USE

- The Parks and Recreation Department of the City Of Cleburne prior to service must approve all caterers.
- All caterers must complete a caterer permit to be approved.
- Caterers must provide excellent cooperation with the City in planning and coordinating catered events.
- Catering Staff and Food Handlers must be neat and clean in appearance and adhere to all health and food handling code requirements.
- You must bring your own cleaning supplies and equipment.
- All spillage of beverages and/or food must be mopped and cleared immediately to avoid injuries by staff and guests.
- Caterers are responsible for removing all trash used to serve food. All trash is to be deposited in the dumpster provided.
- **NO** food, drinks or condiments are to be left in the refrigerator. Refrigerator is to be left clean.
- Upon completion of serving food, caterers should begin load-out; remove equipment, food, etc. into waiting vehicles. Don't wait until event is over.
- The catering area shall be left clean with floors swept/mopped and all trash removed.
- Food or food by products shall not be disposed on grounds or in park.
- Failure to abide to the rules and regulations may result in a fine being assessed according to the Code of Ordinances of the City Of Cleburne and being barred from catering future events for one year from the date of the violation.