

Round Rock Parks and Recreation Department

The rental agreement for the Centennial Plaza must be filled out completely and accompanied with the damage deposit and all fees (made payable to the City of Round Rock) in order to confirm your requested date (s) for usage.

Payment of the Centennial Plaza rental fee is due upon time of reservation, the deposit and fees are due to secure the date. All fees will be deposited the same business day and it is the responsibility of the renter to make sure that all fees are paid on time - you will not receive a reminder.

Damage Deposit & Fees:

Damage Deposit

Centennial Plaza \$200.00 refundable damage/cleaning deposit

Rental Fees:

Centennial Plaza-Private \$100.00 per hour (with a four hour minimum \$400) and plaza is closed to the public for a private event

Centennial Plaza- Public \$75.00 per hour (two hour minimum \$150) and plaza remains open to the public

Electrical Hookups 110 outlet/\$15.00 per day;

220 outlet/ \$25 per day to be determined on as needed basis

Potable Water Hookups \$25.00 per day for Concession use only. Along City buildings

Amphitheater is a separate facility and will need to be booked as such.

It is the responsibility of the renter to provide all labor and equipment.

Private events are closed to the public and are the responsibility of the permit holder to sign and notify the public that it is a closed event. This may include signs on site and notification in all advertising/marketing material for the event.

Public events are open to the general public and not for the exclusive use of the permit holder.

POLICIES AND PROCEDURES

The following policies and procedures are for the use of the Centennial Plaza. It is the purpose of these policies and procedures to inform the permit holder of what is expected while occupying the Plaza.

Reservations, Deposits Cancellation.

Upon time of reservation, the deposit and fees are due to secure the date. All fees will be deposited the same business day.

1. The Facility Use Agreement is turned in with complete and accurate information and all fees and deposits are paid in full;
2. All additional (if necessary) permits are acquired;
3. The City has a Certificate of Insurance, as required by the City of Round Rock;

Effective: January 31, 2013

4. All deadlines for providing the above-listed items are met.

At the conclusion and inspection of the permit holder's rental, a refund for the deposit will be issued contingent on any damages or cleaning that has to occur by city staff. These charges will be determined by an hourly rate of \$20 per man hour.

Cancellation- it is the policy of the Round Rock Parks and Recreation Department to make a full refund to participants who register for a class, camp, special event, program, pool or facility that is cancelled or closed by the Department or City of Round Rock.

Reservation Refund- is a customer generated request to relinquish use of a facility. These facilities include but are not limited to a pavilion, sports field, pool, or facility room.

Reservation Refunds will be processed in the following manner:

Option 1) Use the existing balance for a future booking in a facility with in RRPARD.

Option 2) Request a reservation refund.

Reservation Refunds **requested 30 calendar days or greater** from the event date will receive a **100% refund less** a \$25 administrative fee.

Reservation Refunds **requested 29-15 calendar days** from the event date will receive a **50% refund of total rental fees and loss of deposit.**

Reservation Refunds **requested 14 calendar days or less will forfeit all rental and deposit fees.**

Insurance- It is the responsibility of the permit holder to procure and maintain at its expense commercial general liability insurance in the amount of \$1,000,000. The City of Round Rock shall be named an additional insured. If for any reason the Permit holder fails to provide a Certificate of Insurance no later than ten (10) days prior to the event, the event may be cancelled. Additional insurance may be required depending on the type of event and at the discretion of the City of Round Rock's Risk Management. Weddings, Family Reunions and other small events may have the insurance waived at the discretion of the Parks and Recreation Director or his designee.

Personnel- It is the permit holder's responsibility to provide staff for the event, which shall include setup, take down, and clean up. The City will not provide any staff. The only exceptions are for specialized electrical hookups and/or for a request by the Permit holder to have the water fountain operating/non-operating during general operating hours and to have the wall lights set to a certain theme color for a rental. The individuals must be City employees, and an additional fee may be required.

General Rules

- No vehicles of any kind are allowed on the Plaza. All loading/unloading must be done from the street or from the alley loading ramp, if it is available.

Effective: January 31, 2013

- It is the permit holder's responsibility to provide all necessary and/or desired equipment for the event, to include set up and tear down. Permit holder is also responsible for securing all equipment used at/for the event (i.e. chairs, tables, canopies, etc.).
- It is the responsibility of the permit holder to leave the Centennial Plaza and the adjacent areas, in the same state of cleanliness or better than they were prior to the event. This includes removing all objects brought on site, as well as removing all trash and spills from the Centennial Plaza.
- The food vendors secured by the permit holder for the event are required to cover the ground within their vending area and a three foot perimeter around their area to minimize damage to the concrete. If any excess follow-up cleaning is required, the Permit holder will be charged for the additional cleaning costs. Food and beverage vendors must also comply with rules and regulations set forth by the Williamson County and Cities Health Department and the Texas Department of Health.
- Any and all use of alcoholic beverages must be in strict accordance with the Alcoholic Beverage Code of the State of Texas. The serving of alcohol at any party or event given in the honor of anyone under the age of 21 is prohibited.
- Permit holder must have all necessary permits before **and during** the day of the event, such as, food and/or noise permits, tent inspections, and liquor licensing, if applicable.
- It is recommended that the permit holder attend a Planning Meeting for any large scale event (i.e. concert, showcase, festival, etc.). To accompany the signed Facility Use Agreement, the permit holder must supply a complete list of any and all vendor(s), including what they will be vending, as well as a valid mailing address and phone number.
- Hours of the Centennial Plaza are listed on the Facility Use Agreement; Hours must include setup, teardown, and clean up time.
- If a street closure is required, as part of your event, it is the permit holder's responsibility to fill out a Special Events Application in addition to the Facility Use Agreement and obtain approval, along with notifying the adjacent businesses that may be impacted as a result of the street closure.
- Permit holder may be required to provide security if the Special Events Committee feels it is necessary for the safety of the public.
- It is the responsibility of the permit holder to supervise the conduct of the hired and/or volunteer staff, vendors, and the event participants when on the City Hall Plaza.
- Permit holder must list all equipment and enclose a layout of the event along with the Centennial Plaza Facility Use Agreement.

- Sound and Noise levels must be in accordance with the City of Round Rock's Code of Ordinances Chapter 14 Environment Article VIII. Noise
- Decorations are permitted as long as they are freestanding, able to be hand carried and may be set up and torn down during the allotted time. At no time are signs, banners, streamers or other hanging decorations may be placed hung or affixed to any area within the Centennial Plaza without prior written consent from the City of Round Rock Parks and Recreation Department

Restrictions

No Vehicles of any kind may be brought on to the Centennial Plaza.

No skate boarding.

No equipment may be left on the Centennial Plaza beyond the "Term" of the Facility Permit.

A representative of the event must have knowledge of any change alterations (wall mounting, electrical, overhead cables, lighting etc.) to the Centennial Plaza and be on hand during that time.

Animals must be on a leash at all times and are prohibited in the fountain areas