

## Round Rock Parks and Recreation Department

The rental agreement for the Main Street 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 Main Street 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

Main Street Plaza                      \$100.00 refundable damage/cleaning deposit

Rental Fees:

Main Street Plaza-Private      \$75.00 per hour (with a four hour minimum \$300) and plaza is closed to the public for a private event

Main Street Plaza- Public      \$50.00 per hour (two hour minimum \$100) and plaza remains open to the public

Custom Light Programs          \$25.00/ hour

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

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 Main Street 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;
3. All additional (if necessary) permits are acquired;
4. The City has a Certificate of Insurance, as required by the City of Round Rock;
5. All deadlines for providing the above-listed items are met.

Adopted: October 31, 2011