

**CITY OF SULPHUR
PAVILION USE AGREEMENT**

Rental Date _____

Clean Up Fee _____

I. GENERAL INFORMATION ON ACTIVITY:

Reserving Organization: _____

Reserving Person: _____

Mailing Address: _____

City, State, Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Type of Function: _____

Time you would like pavilion opened: _____ AM: _____ PM: _____

Time you will be vacating Pavilion: _____ AM: _____ PM: _____

II. GENERAL CONDITIONS:

The undersigned agrees to the following conditions of use:

1. The pavilion is available from 8:00 am until 10:00 pm
2. The pavilion will not be rented to anyone without prior approved security, such as Sheriff Department, Auxiliary, or Off Duty Police Officer
3. The City of Sulphur shall not be responsible for any injury to any persons attending a function at the pavilion.
4. **A Certificate of Insurance naming the City of Sulphur as an “additional insured” in the amount of \$1 million is required, as well as a “waiver of subrogation in favor of the City of Sulphur.**
5. Any damages to either the pavilion or facilities in or around the pavilion not reported to the Mayor’s office upon arrival shall be the responsibility of the signatory.
6. A deposit shall be required from all pavilion users (See below for requirements).
7. The use of vulgar language and profanity will not be tolerated on pavilion premises.
8. Alcoholic beverages are prohibited.
9. Noise is required to be kept to a minimum.
10. All rules and regulations posted in the pavilion will be followed.
11. The Mayor has complete authority to enforce all rules and regulations.
12. It is the responsibility of the pavilion user to secure port a potties if needed.
13. **Official approval for use of pavilion will be mailed to the pavilion user.**
14. **Pavilion application shall be submitted to the Mayor’s office sixty days prior to the event.**

I, THE SIGNATORY, FULLY UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE RULES, REGULATIONS, AND POLICIES OF THE CITY OF SULPHUR PAVILION.

WITNESS

SIGNATURE AND DATE

III. SPECIAL EVENTS:

This includes FISH FRYS and CRAWFISH, SHRIMP, and CRAB BOILS; tails and scraps are to be placed in garbage bags provided by user and removed at close of function. If your function is being catered, it is the responsibility of the user to see that the rules are followed.

IV. DEPOSIT INFORMATION:

A deposit in the amount of \$100 is required from all pavilion users, \$50 of said deposit will be returned to the user if the pavilion and surrounding grounds are left in the same condition as it was found. (This deposit does not exempt you from general clean-up of pavilion and surrounding area, i.e., picking up trash, litter and depositing in available trash receptacles). The Mayor or his designee shall determine all final decisions as to the amount of deposit to be returned to the user based on the condition of the pavilion and surrounding areas following event use. Any deposit to be returned will be available with thirty (30) days following vacating of the pavilion by user and will be returned via the postal service.

V. CONFIRMATION OF RESERVATION:

Reservations are to be made in person. No telephone reservations will be accepted. Reservations will be made on a first come first serve basis.

We reserve the right to cancel any Pavilion Use Agreement for the City of Sulphur functions and/or activities.

We also reserve the right to cancel this agreement in the individual/ and or group using the pavilion does not abide by rules, regulations, policies, and ordinances of the City of Sulphur.

FOR OFFICE USE ONLY

Date Paid _____ Check No. _____ Cash _____

CITY SERVICES REQUESTED:

Fans Turned on Under Pavilion: YES _____ NO _____

Electricity Requirements (Be specific, electricity will only be available during the hours requested for your event: _____

Will you need water? _____

Will you need trash emptied after your event? _____

Additional Request: _____

