



## FACILITY RESERVATION INFORMATION

(Revised July 2012)

Recreation facilities may be reserved and rented at the following locations.

- Robin Bledsoe Park (Pavilion, Athletic Fields, Amphitheater, Swimming Pool)
- Devine Lake Park (Pavilion)
- Benbrook Ranch Park (Pavilion, Athletic Fields)

Facility availability may be determined by calling the Parks & Recreation Department (PARD) at 512.528.9909. Please call in advance to determine if the facility is available on the date and time desired. Once it is determined that the facility is available you must complete the *Facility Rental Agreement* and submit the *Agreement* along with the required payment and litter and damage deposit. *Rental Agreements* are available at the PARD Office at 406 Municipal Drive (Open 8 am to Noon and from 1 to 5 pm Monday through Friday) and payment can be in the form of cash, check or credit card (Visa, Master Card, Discover or American Express).

### Rental Fees

<b>Pavilions (4 hour period)</b>	Residents - \$50	Non-Residents - \$75
<b>Amphitheater (2 hour minimum)</b>	Residents - \$100 (\$25 per additional hour)	Non-Residents - \$150 (\$50 per additional hour)
<b>Irrigated Athletic Fields (90 minutes)</b>	No Lights - \$25	With Lights - \$35
<b>Non-Irrigated/No Lights Athletic Fields (90 minutes)</b>	\$15	\$15
<b>Bledsoe Park Concession Stand</b>	Residents - \$50 per day	Non-Residents - \$75 per day
<b>Benbrook Park Disc Golf Course</b>	Residents - \$100 per day	Non-Residents - \$150 per day
<b>Swimming Pool (2 hour min. - 45 people or less)</b>	Residents - \$150 \$20 per hour for each additional lifeguard	Non-Residents - \$180 \$20 per hour for each additional lifeguard
<b>For swimming pool rentals contact Lifeguard 4 Hire at 512-267-3155</b>		

**Security Deposits:** Litter & Damage - \$100 per rental (For pavilion, amphitheater, disc golf course)



**FACILITY RENTAL AGREEMENT**  
**LEANDER PARKS & RECREATION DEPARTMENT**  
 Ph 512.528.9909 Fax 512.528.9228 [www.leandertx.gov](http://www.leandertx.gov)  
 (Revised July 2012)

Renter \_\_\_\_\_ Driver License No. \_\_\_\_\_ Date \_\_\_\_\_  
 Phone # \_\_\_\_\_ Email Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 Rental Purpose \_\_\_\_\_ Rental Date \_\_\_\_\_

**DOES YOUR EVENT/ACTIVITY INVOLVE ANY OF THE FOLLOWING?**

\_\_ Inflatables \_\_ Amplified sound \_\_ Electricity \_\_ Water \_\_ Sale of Alcohol \_\_ A Group of 100 or more

<b>FACILITIES</b>	<b>RATES</b>	<b>TIME REQUESTED</b>	
<b>Pavilions*</b> <input type="checkbox"/> Benbrook Ranch Park <input type="checkbox"/> Devine Lake Park <input type="checkbox"/> Bledsoe Park	<b>RESIDENT:</b> \$50 (4 hours) <b>NON RESIDENT:</b> \$75 (4 hours)	(Circle One) 9am – 1pm 1:30-5:30pm 6-10pm	Rate
			# of Sessions
			<b>Total</b>
<input type="checkbox"/> Amphitheater (Bledsoe Park)*	<b>RESIDENT:</b> \$100 (2 hour min.) + \$25 for each additional hour. <b>NON-RESIDENT:</b> \$150 (2 hour min.) + \$50 for each additional hour.	Date: _____ Time: _____	Rate
			# of Hours
			<b>Total</b>
<b>Athletic Fields</b> <input type="checkbox"/> Bledsoe Park NORTH Field <input type="checkbox"/> Bledsoe Park SOUTH Field <input type="checkbox"/> Benbrook Ranch Park	<b>RESIDENT/NON RESIDENT:</b> With Lights-\$35 No Lights-\$25 Non-Irrigated \$15 (90 Minute Period)	(Circle Times) 7:30-9 am 9-10:30 am 10:30 am-Noon 12-1:30 pm 1:30-3 pm 3-4:30 pm 4:30-6 pm 6-7:30 pm 7:30-9 pm	Rate
			# of Sessions
			<b>Total</b>
Concession Stand (Bledsoe Park)	<b>RESIDENT: \$50 per day</b> <b>NON RESIDENT: \$75 per day</b>	Date: _____	<b>Total</b>
Disc Golf Course Tournaments (Benbrook Ranch Park) *	<b>RESIDENT: \$100 per day</b> <b>NON RESIDENT: \$150 per day</b>	Date: _____	<b>Total</b>
<b>*DEPOSIT FEES: Litter &amp; Damage - \$100 (Pavilion, Amphitheater, Disc Golf, Concession Stand)</b> <b>Mason Homestead - \$250</b> <b>FOR-PROFIT INDIVIDUAL &amp; ORGANIZATION FEE (Two times the regular rental fee)</b>			<b>Rental Total:</b>

**PAYMENT DUE:**

Rental Fee \_\_\_\_\_

Deposit \_\_\_\_\_

Credit Card Convenience Fee \_\_\_\_\_

**TOTAL DUE** \_\_\_\_\_

**PARD USE ONLY**

Total Payment Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_ Entered into Calendar by: \_\_\_\_\_ (Attach Copy/Receipt of Payment)

Type of Payment: \_\_ Cash \* \_\_ Check (# \_\_\_\_\_) \_\_ Credit Card (Visa, MasterCard, Discover, AmEx)

\*Renter should retain receipt when cash payment is made.

**RENTAL AGREEMENT TERMS**

Facilities are rented on a first come, first serve basis. The undersigned agreement is between the "City of Leander" and the "Renter."

1. Renters and their guests must adhere to all *City Park Rules & Regulations (Ordinance 05-036-01)*.
2. Special Permits are required for organized exhibits, performances/plays, movies, radio/television broadcasts, fairs, circus, music events, inflatable use, parades, political meetings, gatherings involving 100 or more persons, activities using amplified sound, to sell, offer or solicit goods or merchandise, to post or affix printed or written matter, samples or devices and to distribute printed or written matter advertising or providing information about a business, commodity, service, product or other commercial activity.
3. Rentals wishing to use inflatable's must go through approved vendors OR be able to meet the following criteria: show documentation of the state certification for each inflatable to be used, adequate liability insurance stating The City of Leander as an additional insured, and use water barrels or sand bags for securing inflatable's.  
NO STAKES CAN BE USED IN THE PARKS!
4. Driving stakes into the ground is prohibited.
5. The use of piñatas and confetti eggs are prohibited and their use will be cause for forfeiture of your litter and damage deposit.
6. Motorized vehicles must remain on designated park roads and parking lots.
7. Rental activities can only occur during regular park hours (6 am to 10 pm daily).
8. Renters must be 18 years or older and be present on-site during the entire rental event. Renters are responsible for the conduct and behavior of their group and for enforcing the terms of the *Rental Agreement*.
9. There is no guarantee that adjacent park facilities will be operational on the day of the rental.
10. Renters must submit the *Rental Agreement* and full payment at the time of rental. The *Rental Agreement* may be submitted by mail, fax, email, or in person at 406 Municipal Dr - Leander, TX 78641.
11. **Cancellations & Refunds.** Cancellations involving field lights must be made no later than the day of the rental during regular office hours (8am-5pm) and prior to when the lights are to be activated. Once lights are activated no refunds will be issued. Refunds for non-lighted facilities may be given for inclement weather occurring at the time of the rental. Call Parks & Recreation before the end of the following business day to request a refund. Refunds will not be given if adjacent facilities are not operational on the day of rental (WaterPlayScape, Swimming Pool, etc.). **For after hours or weekend assistance call 512.563.1836 or 512-563-4821.**
12. Failure to comply with *Rental Agreement* terms may result in the forfeiture of a deposit and the right to future use of City recreation facilities.

By signing below the Renter agrees to the *Agreement Terms* and to be personally responsible for damages or problems caused by the rental group.

Renter Signature	Date	City Approval	Date
	Leander Parks and Recreation		
			
	PEACE	LOVE	PARKS

**PARD Use ONLY**

Rental deposit to be returned:  Yes  NO      Date of Refund Request: \_\_\_\_\_

Amount: \_\_\_\_\_ GL #: \_\_\_\_\_ PO #: \_\_\_\_\_

Processed by: \_\_\_\_\_ Refund Issued to: \_\_\_\_\_