



Lake Jackson Civic Center  
 333 Hwy. 332 E  
 Lake Jackson, TX 77566  
 Bus: (979) 415-2600  
 Fax: (979) 415-2610

## SOUTH PARKING PLACE RENTAL AGREEMENT

Renters Name (must be 18 or over): \_\_\_\_\_  
 Mailing Address/City/State/ZIP: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Will there be alcohol? \_\_\_\_\_ Will there be amplified music? \_\_\_\_\_

Will you have a moonwalk or any other type of inflatable or rides? \_\_\_\_\_

Name of company you will be renting from? \_\_\_\_\_

*(Certificate of liability listing the City of Lake Jackson and State Inspection certification required)*

**RENTAL FEES AND DEPOSITS MUST BE PAID IN FULL 30 DAYS PRIOR TO RESERVATION DATE.**

Deposit Required.....	\$200.00	
Pavilion Rental Fee.....	\$250.00 / Pavilion Rental Fee w/street closure.... \$350.00	
Rental Days: Friday (6pm-12am)	Saturday (7am-12am)	Sunday (7am-12am)

**SECURITY:** Any event with 200 or more people is subject to having security present. This will be done at the Manager’s discretion. Any event where alcohol is served will require security. The Lake Jackson Civic Center will obtain the necessary number of Lake Jackson Police Department officers.

The rate per officer is \$35 per hour / 4 hour minimum.

Number of officers: \_\_\_\_\_ Hours: \_\_\_\_\_ TOTAL DUE: \_\_\_\_\_

All amplified music must be turned off at 11pm.

All events are subject to inspection by the Lake Jackson Civic Center staff. The renter is responsible for all actions of their guests and will be held responsible for any complaints, damage or rule/law violation that may occur. Failure to abide by the rules will result in forfeiture of your deposit and termination of your event. If the Lake Jackson Police Department is required to respond to your event due to a complaint, damage or rule/law violation, all deposits will be forfeited.

All renters must supply their own trash bags and cleaning supplies.

Trash barrels and barricades (in the event of street closure ) will be provided by the Lake Jackson Civic Center.

The rental grounds must be left litter free and all trash cans must be emptied into the provided dumpsters.

Renters and guests must park in designated parking areas only.

All pets must be on a leash.

In the event of inclement weather, a full rental refund will be issued if the renter cancels the event IN WRITING 48 HOURS PRIOR TO THE EVENT.

Cancellations, in writing, made at least 30 days prior to rental date are eligible for a full refund.

Signature \_\_\_\_\_ Date \_\_\_\_\_ LJCC \_\_\_\_\_