

RESERVATION APPLICATION
City of Timpson
Community Building at SoSo Park

Date: _____

Applicant or
Organization: _____

Address: _____

City: _____ Zip: _____

Home
Phone: _____ Cell: _____

Name and number of an alternate
contact: _____

Type of
Event: _____

Date of Event: _____

Approximate # of guests (not to exceed 100): _____

DEPOSIT AND FEES

Deposit Paid \$ _____ Date: _____ Cash or Check
#: _____

Rental Fees Paid \$ _____ Date: _____ Cash or Check
#: _____

Deposit Refunded \$ _____ Date: _____ Check

If deposit was not refunded or any other problems,
explain, _____

City of Timpson
Rental Contract for Use of Community Center at SoSo Park

The Community Building is available for rent. If you have any comments regarding these rules and regulations, please contact the city official in charge of the rentals.

1. Reservations are required in person, by phone or by email at the City of Timpson during normal operating hours. The applicant that is renting the property and who is listed on the application is the only person who can make changes to the reservation. An official reservation or hold will not be placed on the facility until the deposit is paid in full. The deposit is due to secure the date of your request and all fees are due before receiving the keys prior to the event.
2. Each applicant will need to sign a statement of damage. This statement shall guarantee that any person or group receiving the building will be responsible for damages to the building, grounds and/or equipment. Each applicant is responsible for their guest, whether invited or not. A refundable damage deposit is required to reserve the building and it can be held for any damages incurred during use.
3. Do not tape, staple, glue, tack, nail or otherwise affix any objects to the walls, floors or ceiling.
4. There is NO SMOKING in the facility. Failure to comply with this regulation will result in the revocation of your deposit.
5. There are to be NO standard candles, open fire, fireworks or other flammable materials used with the community building. Failure to comply with this regulation will result in the revocation of your deposit.
6. The Community Building has a limited use kitchen. This is for the convenience of family rentals. THIS facility is not permitted for restaurant or food sales. NO FOOD SALES are allowed, with the exception of NON PROFITS accepting donations for prepared food.

7. This is a CITY OWNED BUILDING and as such, no private ticketed events or "door/cover charge" to enter the facility are allowed to be held by the "renter".
8. To conduct private business events such as garage sales, sales of merchandise or "private parties" where sales occur the renter must show a TEXAS SALES TAX PERMIT or provide a signed statement that the proceeds are for a registered non-profit or are allowed according to Texas statute.
9. No gambling, including BINGO can be conducted on site with the exception of NON-PROFITS that obtain a state permit prior to the event. City would need a copy of the permit.
- 10. Alcohol is NOT allowed on the premises. BYOB or SOLD**
11. SoSo Park closes at **10:00 PM**; therefore the Community Building should be vacated by that time.
12. Firearms or explosives are not allowed on the property at any time.
- 13. The City reserves the right to cancel the Rental Agreement at any time to conduct City business. If a cancellation by the City occurs, the renter will get a full refund on all monies and deposits made, as long as the building has not been used.**
14. The building should be in the same condition as it was upon arrival. An inspection by the City is required prior to and after the rental of the facility for verification.
15. The City does not loan equipment; however, sometimes are available for use with the facility. The City will bear no expense for special needs equipment.
16. For Teenage Dances, special requirements need to be met, in this case the information will be provided upon request.
17. When the exterior grounds are used, additional fees may be applied for electrical/and or water usage to be paid by the Renter. Renters may be required to furnish a Certificate of Insurance on behalf of the Renter. All functions sponsored in whole or in part by the City of Timpson may be exempt from this requirement, if determined appropriate by the City.
18. Any personal property left in the facility after the rental period has expired will not be the responsibility of the City.
19. No pets or livestock are allowed on City property with the exception of providing assistance to the blind or handicapped (service animals).
20. Rice, confetti, birdseed or any similar item are not allowed inside the building.
21. The cleaning deposit will be refunded if food, drinks, trash, decorations and other refuse is cleaned and discarded. The floors and equipment must be maintained along with the restrooms and kitchen facilities.
22. Should any disturbance or violation of City Laws, State Laws, or laws of the United States of America occur, the City has the right to demand immediate vacancy of the building with no refunds of deposits and/or other fees.
23. The building will not be rented to an organization or person for which a fee is charged to enter the premises or building, unless waived by City Council.
24. The City reserves the right to refuse rental of the building, grounds and /or facilities to any person, group or organization, who in our opinion, will or has previously misused or damaged the facility or while on any City owned or operated equipment or grounds; has refused to cooperate with the rules and regulations of the City.

25. The City reserves the right to inspection of the facility during the rental period to ensure that all rules and regulations of the City are being followed.
26. Renters must check the building upon arrival, if there is any problems or damages, it must be reported immediately to a City official. You are responsible for the building and the grounds during your rental period.
27. DO NOT STAND or SIT on the Memorial Wall outside the building!!!!

All of the above and foregoing pages have been read and understood, and I further agree to abide by all.

Renter

Date

City Official

City of Timpson
PO Box 369
Timpson, TX 75975
936-254-2421 (Office answered 24 hours)
936-254-2933 Fax

STATEMENT OF DAMAGE

I, the undersigned applicant, hereby agree to pay for any loss or damages to any and all equipment, property or facilities of the City of Timpson which shall ensue as a result of our group's presence and behavior while in the City of Timpson Community Center during my rental period. I further agree that the deposit may not cover damages incurred. I agree to abide by the laws of the City of Timpson, State of Texas and United States of America. I further agree to abide by all the rules and conditions as set forth in this "Rental Contract for City Property". I further agree to hold harmless the City of Timpson for any injury or incident that may occur during the rental period, and I further agree to indemnify the City as a result of such.

Applicant

Date