



Picker's Pavilion Facility Rental Application
RENTAL FEE MUST ACCOMPANY SIGNED APPLICATION

Name of Renter/Responsible Party: _____

Address: _____ City, Zip: _____

Phone: _____ Email: _____

Facility	Date/s of Reservation	Description of Event	Rental Fee NON-REFUNDABLE	Date Rental Fee Paid	Refundable Safety Deposit Amount	Date Safety Deposit Amount Paid	Date Safety Deposit Returned
Picker's Pavilion							

! NO REFUNDS UPON CANCELLATION !

Make check payable to: City of Lindale – Tourism Department

****Please note: Additional permits & fees may apply. Renter is responsible for contacting the Lindale Community Development / Code Enforcement Office regarding Festival/Special Event Permits & fees @ 903-882-6861.***

****If alcohol is served, Renter must hire security.***

By signing below, Applicant certifies that the information provided above is correct. He/she has read and understood the information contained in this application. He/she agrees to conduct their event in compliance with all applicable city codes, ordinances, state/city laws and the conditions contained in this application.

I have read and understand the Picker's Pavilion Rental Instructions (attached).

 Printed Name of Renter

 Phone Number

 Signature of Renter

 Date of Signature

Additional Notes:

For Office Use Only		
Rental Fee Method of Payment: _____	Safety Deposit Method of Payment: _____	Employee Initials: _____

Picker's Pavilion Rental Instructions

Pickers Pavilion: 205 E. North St. (Cannery Row), Lindale, TX 75771

FEES:

- The Rental Fee is NON-REFUNDABLE upon cancellation.
- Full payment is due within 5 business days to secure the reservation.
- A refundable Safety Deposit Fee is due when picking up keys to the Pavilion. This deposit must be paid separately from the Rental Fee. The Safety Deposit is refunded after the premises have been inspected by City staff and the keys are returned.

HOURS OF USAGE:

- 8:00 AM – Midnight per rental day. No early entry on the grounds allowed.
- All furniture must be taken out of the Pavilion by midnight of the rental day. If furniture is left inside the Pavilion, the Safety Deposit will NOT be returned.

GUIDELINES FOR USAGE:

- Parking or driving on the grass is NOT allowed. Absolutely NO vehicles will be allowed inside Picker's Pavilion for unloading or teardown for private events.
- Undesirable behavior inside or outside of the building, or on the building grounds will not be tolerated.
- Overnight stays and unaccompanied minors are not allowed.
- Gambling activities are not permitted in buildings, surrounding areas, or park grounds.
- Absolutely no slime, playdoh, paint, or silly putty allowed in the Pavilion.
- Restrooms are air conditioned and heated. Please keep doors closed.
- Wi-Fi is available at the Pavilion. The Username and Password is listed on the Important Contacts List. It is recommended this information only be shared with pertinent users (DJ, Photographer, etc.) as numerous users greatly slows the speed of service.

GUIDELINES FOR DECORATING:

- Decorations must not alter or damage Picker's Pavilion or the surrounding grounds.
- WINDOWS ARE TINTED PLEXIGLASS. NO TAPE, SUCTION CUPS, COMMAND STRIPS, ETC. ALLOWED ON THE WINDOWS. IF DAMAGED, RENTER WILL BE RESPONSIBLE FOR REPLACING THE ENTIRE WINDOW. WINDOWS WILL BE CHECKED BEFORE AND AFTER EVENT.
- When securing décor, use zip ties, string, or wire. No adhesives, nails, pushpins, staples or command strips allowed.
- All areas must be left in an orderly condition, and trash/litter must be placed in the dumpster located on the southeast corner of the Pavilion grounds.
- **The City of Lindale reserves the right to invoice the renter with the cost of damage repairs to the buildings or grounds when these guidelines are not followed.**

FESTIVAL & SPECIAL EVENT PERMIT REQUIRED IF:

- Event is open to the public
- Event has vendors
- Event has alcohol (applies to public AND private events)
- **Renter is responsible for contacting Lindale Community Development/Code Enforcement to obtain necessary permits.** Call 903-882-6861.

GUIDELINES FOR FOOD:

- Food for general sale OR free to the public must be governed by Northeast Texas Health Department (NET Health). All food vendors must be permitted through the NET Health Department. *Renter is responsible for contacting Net Health to obtain permit and verify Smith County's regulations on food service.* Call 903-535-0030.
- Cooking/food preparation must be done prior to event. Open flame cooking and/or open flame heating elements are NOT allowed inside Pickers Pavilion. **Sterno canned heat is allowed to keep food warm.**

GUIDELINES FOR SERVING OR SELLING ALCOHOL:

- A permit must be obtained from the Lindale Community Development/Code Enforcement Office to serve or sell alcohol. Serving or selling alcohol without a City Permit is grounds for immediate eviction of premises. *Renter is responsible for contacting Lindale Community Development/Code Enforcement to obtain necessary permits.* Call 903-882-6861.
- To sell alcohol, a permit from the Texas Alcohol and Beverage Commission is required in addition to the City Permit. *Renter is responsible for contacting TABC to obtain necessary permit.*
- Uniformed officers are required if alcohol is served or sold. *Renter is responsible for hiring security that meets the criteria of the Lindale Police Chief.*

NOTICES FROM THE CITY OF LINDALE:

- The City of Lindale has a Sound Ordinance Code that is strictly enforced. All music must stop by 11:00 PM. Please read this ordinance online or request a printed copy from the Tourism Office: <https://www.lindaletx.gov/DocumentCenter/View/1824/Noise-From-Venue-Ordinance-16-2017>
- The City of Lindale has a No Smoking Ordinance that is strictly enforced.
- The City of Lindale reserves the right to cancel any reservation for reasons deemed necessary by City Management.
- The City of Lindale is not responsible for injury, theft, damage, or death in conjunction with events or activities held on rented properties.
- The City of Lindale does not maintain event insurance for private events.

Picker's Pavilion Rental Uses & Fees

RENTAL USE	RENTAL FEE	REFUNDABLE SAFETY DEPOSIT REQUIRED	DESCRIPTION OF VENUE
<p><u>PRIVATE EVENTS:</u></p> <ul style="list-style-type: none"> - Weddings, Birthdays, Anniversaries, Graduations, Etc. 	<p><u>\$800.00 PER DAY</u></p> <ul style="list-style-type: none"> - Full payment required w/in 5 business days to secure reservation. - NON-REFUNDABLE 	<p><u>\$500.00</u></p> <ul style="list-style-type: none"> - Payment Required when Key is Obtained 	<ul style="list-style-type: none"> - Large, Tempered Pavilion with A.C./Heating Unit and Ceiling Fans - Ample Parking - Electricity and Event Lighting - Restrooms with A.C./Heating Unit - APPROX. 10,000 SQ. FT.
<p><u>PUBLIC EVENTS:</u></p> <ul style="list-style-type: none"> - Subleasing Vendor Booths for Markets, Trade Shows, Craft Shows, and Bazaars - 20 – 25 Booths - INSIDE ONLY 	<p><u>\$800.00 PER DAY</u></p> <ul style="list-style-type: none"> - Full payment required w/in 5 business days to secure reservation. - NON-REFUNDABLE 	<p><u>\$500.00</u></p> <ul style="list-style-type: none"> - Payment Required when Key is Obtained 	<ul style="list-style-type: none"> - Large, Tempered Pavilion with A.C./Heating Unit and Ceiling Fans - Ample Parking - Electricity and Event Lighting - Restrooms with A.C./Heating Unit - APPROX. 10,000 SQ. FT.
<p><u>PUBLIC EVENT:</u></p> <ul style="list-style-type: none"> - Subleasing Vendor Booths for Markets, Trade Shows, Craft Shows, and Bazaars - 26 -150 Booths - INSIDE AND OUTSIDE 	<p><u>\$1500.00 – PER EVENT DAY</u> <u>\$750 – PER DAY for Event Setup</u></p> <ul style="list-style-type: none"> - Full payment required w/in 5 business days to secure reservation. - NON-REFUNDABLE 	<p><u>\$1000.00</u></p> <ul style="list-style-type: none"> - Payment Required when Key is Obtained 	<ul style="list-style-type: none"> - Large, Tempered Pavilion with A.C./Heating Unit and Ceiling Fans - Ample Parking - Electricity and Event Lighting - Restrooms with A.C./Heating Unit - APPROX. 10,000 SQ. FT.