



**Fees and Policies for Reservation
Of The Burke Pavilion
1603 Roman Forest Blvd., Roman Forest, TX 77357**

Rental Fee

The **Burke** Pavilion shall be used by **residents and non-residents** for a rental fee of **\$125.00**. This fee will cover six (6) hours of rental. If additional time is needed there will be a fee of \$20.00 for each additional hour. A deposit of equal value to the rental fee shall be paid by all renters two weeks in advance for any clean-up or damages that may be incurred during the reservation period. This payment is made at the City of Roman Forest City Hall at 2430 Roman Forest Blvd. The deposit includes use of pavilion only. The lessee shall be responsible for all costs of any or all damages or losses incurred to the pavilion and its contents, or surrounding structures such as fences or park equipment, etc. The deposit will be returned to the lessee if no damage or loss is incurred and the pavilion and surrounding area is cleaned up accordingly. No dates will be reserved by telephone.

The pavilion will be rented to groups such as weddings, receptions, family reunions, birthday parties, bridge clubs, different civic clubs or responsible organizations. No individual, group or commercial organization may use the pavilion for personal profit.

For your convenience there are separate restrooms for men and women located on the far end of the pavilion. Duplex electrical outlets are located at the rear of the building – you may need to provide extension cords to utilize them.

The cleaning of the pavilion and surrounding grounds shall be complete prior to the park's closing. There will be a forfeit of the deposit if raw garbage is left on the grounds of the pavilion. A large dumpster is conveniently located for your use. **GARBAGE EXCEEDING THE AVAILABLE DUMPSTER CAPACITY WILL HAVE TO BE REMOVED BY THE LESSEE. FAILURE TO DO SO WILL FORFEIT THE DEPOSIT.**

FUNCTIONS WHERE ALCOHOLIC BEVERAGES WILL BE SERVED:

The lessee shall be required to pay a cash deposit of \$200.00 and employ City of Roman Forest uniformed officers at functions where alcoholic beverages will be served. The Chief of Police of Roman Forest will provide two (2) certified peace officers for the lessee who shall be required to pay the officers for a four (4) hour minimum duty. Officers must be on premises prior to alcoholic beverages being served and will remain on duty until all persons have vacated the premises.

In addition to the deposit and hiring of officers, residents and non-residents shall be assessed a \$200.00 rental fee for the use of the pavilion area involving alcoholic beverages.

The possession of an open container of alcohol is prohibited at the pavilion and the park grounds unless employment of Roman Forest Police Officers has been retained for security purposes. Arrangements for employment of officers are made at the time of permit application. Permit receipts will reflect if alcoholic beverages are permitted.

The following items will not be allowed within the pavilion area:

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|--|--------------------------------|
| No BBQ pits on pavilion floor | No vehicles on pavilion floor |
| No vehicles on grass areas | No glass containers |
| No bikes in pavilion area | No 4-wheelers in pavilion area |
| No skateboards or roller blades in pavilion area | |

2430 Roman Forest Blvd.
Roman Forest, Texas 77357



Chris Parr
Mayor

Pavilion hours are from 8:00 a.m. till dark.

Children under 18, youth groups and day-care children will be supervised at all times.

All pets must be kept on a leash and parties are responsible for cleaning up after pets.

New Caney Independent School District – no deposit required.

Application and permit may be faxed.

Removal of cooking products and garbage –

All trash is to be picked up, bagged and placed in dumpsters. Parties serving crawfish, shrimp, fish and barbecue are required to collect and remove all cooking products and garbage from the park property. The dumping of boiled liquids, grease and unwanted foods on park property is prohibited. Failure to remove these products and garbage will forfeit the deposit.

Revised: May 12, 2015