



TEA PARK

Large Event Reservation Application

Large Event classified as events over 25 people OR those using tents or inflatables.

LOCATION: 105 E. Brian St. - Tea • PARK HOURS: 5:00 am - 11:00 pm

RESERVATION FEE \$25.00 (Non-Refundable)
CASH DEPOSIT \$100.00 (Refundable)

Date: _____

PERSONAL INFORMATION

Name: _____	
Mailing Address: _____	City/State/Zip: _____
Home Phone: _____	Cell Phone: _____
E-Mail: _____	

EVENT DETAILS (All activities associated with a reservation need to be planned within the time block reserved. Park closes at 11:00 pm.)

Event Type: _____		Estimated Attendance: _____	
Date Requested: _____	Day of Week: _____	Start Time: _____	End Time: _____
Using Inflatables? <input type="checkbox"/> Yes <input type="checkbox"/> No	Using Electricity? (110 volt/20 amp) <input type="checkbox"/> Yes <input type="checkbox"/> No	Using amplified sound for over 1 hour? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Tent or Canopy Used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Size of Tent or Canopy: _____	Tent or Canopy Placement: (Must be approved at least 2 weeks prior to event date)	

ADDITIONAL COMMENTS

PARK RULES

- Park hours 5:00 am to 11:00 pm.
- Absolutely NO selling of alcohol is allowed.
- NO open flames allowed: Candles, fires, fireworks, etc. Use of the park charcoal grill is permitted.
- All garbage must be picked up & placed into trash containers. Trash not able to fit into containers must be hauled away by reserving party.
- Picnic tables must be placed in their original layout under the park shelter.
- Absolutely NO confetti, fake flower petals or other items can be tossed within the park or laid on top of tables/chairs.
- Only items allowed to be tossed are bubbles, bird seed & real flower pedals.
- All decorations must be weighted down or tied in place. NO free standing decorations that are able to blow away.
- Garland/decorations used in the shelter can be tied or wired in place. Nothing can be stapled or tacked to the shelter or any other park structure.
- NO tent stakes can be placed within 2 feet of marked electrical lines. Tent placement must be pre-approved at least 2 weeks prior to date.
- All event set up materials, decorations & tents must be torn down and removed from the park immediately after the event.
- The swimming pool parking lot cannot be used for parking during operating pool hours.
- The reserving party will be held responsible for any damages caused by activities during the time the party has access to the property.

POLICY

I have fully read and understand the park reservation application and park rules. If additional clean up or maintenance is required due to my event, I take full responsibility for any and all damages. I agree to pay in full for the cost of the damages declared by the City of Tea. I understand the charges will be deducted from my cash deposit; if more damage charges are owed, I agree to pay the charges within 15 days of the invoice statement. I understand the \$25 reservation fee is non-refundable. The reservation fee and park application must be submitted to City Hall to guarantee my park reservation. If no damages occur, the cash deposit can be picked up at Tea City Hall during office hours.

Applicant's Signature: _____ Date: _____

PAYMENT OPTION - CREDIT/DEBIT CARD

Card Type: MasterCard – Visa - Discover Name on Card: _____

Card Number: _____

Exp. Date ____/____ CSC #: _____ Total Amount to be charged: \$ _____