



# TEA PARK

## Small Event Reservation Application

Small Event classified as events under 25 people.

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

**Free Rental**

Date: \_\_\_\_\_

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

EVENT DETAILS <small>(All activities associated with a reservation need to be planned within the time block reserved. Park closes at 11:00 pm.)</small>			
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: <small>(Must be approved at least 2 weeks prior to event date)</small>	

ADDITIONAL COMMENTS

PARK RULES
<ul style="list-style-type: none"> <li>- Park hours 5:00 am to 11:00 pm.</li> <li>- Absolutely NO selling of alcohol is allowed.</li> <li>- Electricity is available at the shelter area.</li> <li>- NO open flames allowed: Candles, fires, fireworks, etc. Use of the park charcoal grill is permitted.</li> <li>- All garbage must be picked up &amp; placed into trash containers. Trash not able to fit into containers must be hauled away by reserving party.</li> <li>- Picnic tables must be placed in their original layout under the park shelter.</li> <li>- Absolutely NO confetti, fake flower petals or other items can be tossed within the park or laid on top of tables/chairs.</li> <li>- Only items allowed to be tossed are bubbles, bird seed &amp; real flower pedals.</li> <li>- All decorations must be weighted down or tied in place. NO free standing decorations that are able to blow away.</li> <li>- 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.</li> <li>- 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.</li> <li>- All event set up materials, decorations &amp; tents must be torn down and removed from the park immediately after the event.</li> <li>- The swimming pool parking lot cannot be used for parking during operating pool hours.</li> <li>- The reserving party will be held responsible for any damages caused by activities during the time the party has access to the property.</li> </ul>

POLICY
<p>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 within 15 days of the invoice statement.</p>
<p>Applicant's Signature: _____ Date: _____</p>