

City of Freeport  
**Freeport RiverPlace**  
 Application & Agreement

Today's Date \_\_\_\_\_

Organization's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_

Home Number \_\_\_\_\_ Driver's License No. \_\_\_\_\_  
 Office Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

**\*Please call Parks Dept. if Phone numbers change\***

Date of Event \_\_\_\_\_ Check In Time **8:00 am**  
 Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

**Type of Event**

_____	Public Meeting	_____ Graduation
_____	Private Party	_____ Anniversary
_____	Private Dance	_____ Wedding
_____	Reunion	
_____	<b>Other</b>	_____

# of Guests Expected \_\_\_\_\_

Deposit	Refundable Cleaning Deposit	Rental Fee	Times
<b>Monday thru Thursday Rentals</b>			
_____ \$300.00	_____ \$250.00	_____ \$500.00	8:00 am – 2:00 am
		_____ \$45.00	Hourly rate
		_____ Min. 4 hours	_____ to _____
<b>Friday, Saturday &amp; Sunday Rentals</b>			
_____ \$300.00	_____ \$250.00	_____ \$625.00	8:00 am – 2:00 am

**THE FREEPORT RIVERPLACE ALARM AUTOMATICALLY SETS ITSELF SHORTLY AFTER EVERY RENTAL!!**

**Rental Fee must be paid in full no later than the Wednesday prior to the event. You may pick up the key to the RiverPlace at the Visitor Information Center between 8:00 am and 5:00 pm, Monday – Friday (excluding holidays).**

**You may not enter the RiverPlace until the day of your event and only the time specified on your Renter's Initials contract. *The \$300.00 deposit and a \$250.00 cleaning deposit will be deposited into the City's Bank Account.* A refund of both deposits will be mailed to you within thirty (30) days of your event – assuming that all guidelines are met to the satisfaction of the Parks Staff. In the event that there is damage and the amount is greater than your deposit amount, the City has the right to collect the full amount.**

**If you need to cancel your reservation, you must notify the parks dept. no later than ninety (90) Renter's Initials days prior to event – or your deposit will be forfeited. NO EXCEPTIONS.**

**In case of an emergency or problems, please contact the Freeport Police Department at (979) 239-1211.**

<b>\$300.00</b>	Deposit Amount
<b>\$250.00</b>	Refundable Cleaning Deposit
	Rental Amount
	Extra Fees (see page 5)
	Total Amount
	Payment Amount
<b>\$</b>	Balance Due

\_\_\_\_\_  
 Renter's Signature

\_\_\_\_\_  
 Park Employee's Signature

The Community House is in good condition. Therefore, we urge your cooperation in seeing that your group adheres to the following:

### **“RULES OF RESERVATION”**

- \_\_\_\_\_ 1. No oral agreements for the use of the facilities shall be valid.
- \_\_\_\_\_ 2. You must be twenty-one (21) years of age in order to rent City facilities.
- \_\_\_\_\_ 3. The renter shall be responsible for seeing that the facilities are cleaned and returned to its original condition no later than time specified on contract. Cleaned and out of facility by 2:00 am
- \_\_\_\_\_ 4. Both the application deposit and the cleaning deposit will be returned upon patrons cleaning the facility after their function to minimum standard provided at the time of the key pick up.
- \_\_\_\_\_ 5. No Smoking shall be permitted in the Community Houses.
- \_\_\_\_\_ 6. All litter, inside and outside of the House, must be disposed of in receptacle provided. The renter is responsible for keeping the grounds clean during their event.
- \_\_\_\_\_ 7. No materials may be nailed, pinned, tacked or fastened to the walls or ceiling.
- \_\_\_\_\_ 8. Moonwalks must use sandbags, blocks, or water containers **No spikes allowed**
- \_\_\_\_\_ 9. If confetti, of any type is used, it must be cleaned up before leaving.
- \_\_\_\_\_ 10. All food and personal items must be removed from refrigerator and cabinets.
- \_\_\_\_\_ 11. All lights, stove and water must be turned off before leaving.
- \_\_\_\_\_ 12. A/C is to be left on.
- \_\_\_\_\_ 13. Any damages or losses must be reported to the **Parks Department Staff**.
- \_\_\_\_\_ 14. Make sure the building is locked before leaving.
- \_\_\_\_\_ 15. The City of Freeport is not responsible for any items left in the building.
- \_\_\_\_\_ 16. City of Freeport offers ice at its rental facilities as a courtesy. If ice machines fail to produce ice the renter is responsible for providing their own ice.
- \_\_\_\_\_ 17. **I understand that I must abide by these rules in order to obtain my deposit refund.**
- \_\_\_\_\_ 18. **If use is specified “Private” Party or Dance then permission to use facilities is granted with the understanding that the organization requesting this reservation is restricting attendance to organization members and invited guest only and no cover charges or admission charges will be permitted. And that the general public will be excluded.**
- \_\_\_\_\_ 19. **Any event open to the public and/or any event where a cover or admission charge is being levied must be approved by the parks director in advance of rental.**

1. **No Alcohol will be consumed on premises.**

\_\_\_\_\_  
Renter's  
Initials

2. **Alcohol on Premises**

\_\_\_\_\_  
Renter's  
Initials

No alcohol may be served, consumed or possessed on the rental premises unless written notice of the same is given to the City prior to delivery of the key. In the event alcohol is to be present on the leased premises the renter shall be responsible for notification to the Freeport Police Department prior to the delivery of the key. This form must be signed or initialed by the Chief of Police of designee. Any function being held at City facilities are subject to a periodic inspection by Officers of the Freeport Police Department. If alcohol is found on premises without prior notice, given to the City, the Police Officer shall have the authority to terminate the function and to demand immediate removal of renter and all other persons from the premises.

A minimum of two (2) officers (minimum of 4 hrs) will be required for any event providing entertainment (i.e. D.J. and/or band), alcohol, or general admission. The Police Department will schedule the officers. The City of Freeport reserves the right to require additional security, as it deems necessary. All other events are subject to having security present at the discretion of the City.

Freeport RiverPlace  
Police Officer Security Agreement

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Number of Guests Expected \_\_\_\_\_

Alcohol beverages served? \_\_\_\_\_ Yes \_\_\_\_\_ No

General admission charged? \_\_\_\_\_ Yes \_\_\_\_\_ No

Entertainment provided? \_\_\_\_\_ Yes \_\_\_\_\_ No

Circle one or both

Band

DJ

Number of Officers required \_\_\_\_\_

Freeport VIC Employee \_\_\_\_\_ Date \_\_\_\_\_

Officers Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Freeport Police Department Representative

Date

Official Use Only Cost: \$25.00/hr x _____ x _____ = _____ # of hours # of officers total cost
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Freeport RiverPlace

Rental Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Name \_\_\_\_\_

Type of Event \_\_\_\_\_ Week Day \_\_\_\_\_

Day phone (\_\_\_\_) \_\_\_\_-\_\_\_\_ Mobile Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_

Event Time From \_\_\_\_:\_\_\_\_m To \_\_\_\_:\_\_\_\_m

Number Expected \_\_\_\_\_ Caterer: \_\_\_\_\_

Chairs # \_\_\_\_\_ Round Tables # \_\_\_\_\_ Rectangular Tables # \_\_\_\_\_

<p><b>Applicable when staff performs table &amp; chair setup services</b></p> <p>Both setup and teardown</p> <p>____ Round (6') tables @ \$2.00 ea</p> <p>____ Rectangle (6') tables @ \$2.00 ea</p> <p>____ Chairs @ \$0.50 ea</p>	<p>____ SETUP ONLY: Round tables @ \$1.00 ea</p> <p>____ SETUP ONLY: Rectangle tables @ \$1.00 ea</p> <p>____ SETUP ONLY: Chairs \$0.25 ea</p> <p>____ TEARDOWN ONLY: Round tables @ \$1.00 ea</p> <p>____ TEARDOWN ONLY: Rectangle tables @ \$1.00ea</p> <p>____ TEARDOWN ONLY: Chairs \$0.25 ea</p>	<p><b>Miscellaneous Rental &amp; Audio Visual</b></p> <p>____ Podium @ \$10.00</p> <p>____ Cordless microphone @ \$20.00 ea</p> <p>____ Lapel microphone @ \$20.00 ea</p> <p>____ Projector @ \$25.00 ea (Projectionist required)</p> <p>____ Projectionist @ 25.00 per hour @ 4 hours</p> <p>____ Projector screen (70" x 70") @ \$15.00</p> <p>____ Stage @ 25.00 per 4x8 section # _____</p>
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LED Sign Yes No Information : \_\_\_\_\_

Fog ,Smoke machine Yes I No Notes: \_\_\_\_\_

Band Yes I No Band Contact Band Phone #  
DJ Yes I No

Official Use Only	____ Setup	____ Teardown	____ Both
Cost:			
Chairs: _____ x \$ _____ = _____		Tables: _____ x \$ _____ = _____	
# of chairs cost per chair total		# of tables cost per table total	
Stage Sections: _____ x 25.00 = _____			
# of sections cost per section total			
Audio Equipment: \$ _____ total	Visual Equipment: \$ _____ total	Projectionist: \$ _____ total	
Total Cost: \$ _____	Payment Received: ____/____/____		

**Addendum to Schedule River Place**

<p><b>Applicable when staff performs table &amp; chair setup services</b></p> <p>Both setup and teardown</p> <p>____ Round (6') tables @ \$2.00 ea</p> <p>____ Rectangle (6') tables @ \$2.00 ea</p> <p>____ Chairs @ \$0.50 ea</p>	<p>____ SETUP ONLY: Round tables @ \$1.00 ea</p> <p>____ SETUP ONLY: Rectangle tables @ \$1.00 ea</p> <p>____ SETUP ONLY: Chairs \$0.25 ea</p> <p>____ TEARDOWN ONLY: Round tables @ \$1.00 ea</p> <p>____ TEARDOWN ONLY: Rectangle tables @ \$1.00ea</p> <p>____ TEARDOWN ONLY: Chairs \$0.25 ea</p>	<p><b>Miscellaneous Rental &amp; Audio Visual</b></p> <p>____ Podium @ \$10.00</p> <p>____ Cordless microphone @ \$20.00 ea</p> <p>____ Lapel microphone @ \$20.00 ea</p> <p>____ Projector @ \$25.00 ea</p> <p>____ Projector screen (70" x 70") @ \$15.00</p> <p>____ Fog or Smoke machine 50.00 if call out occurs or Fire alarm sets off.</p>
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Official Use Only	____ Setup	____ Teardown	____ Both
Chairs: _____ x \$ _____ = _____		Tables: _____ x \$ _____ = _____	
# of chairs cost per chair total		# of tables cost per table total	
Stage Sections: _____ x 25.00 = _____		Audio Equipment: \$ _____ total	Visual Equipment: \$ _____ total
# of sections cost per section total			
Total Cost: \$ _____	Payment Received: ____/____/____		

**Addendum to Schedule River Place**

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Fog or smoke machine:            YES                            NO                            **50.00 fee if call out occurs due to setting off FIRE ALARM.**

Band:                                    YES                            NO            --            DJ                            YES                            NO

Band Phone # and contact person: \_\_\_\_\_

\_\_\_\_\_

D J Phone # and contact person \_\_\_\_\_

\_\_\_\_\_

### Equipment Responsibility

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

Renter's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date Picked Up: \_\_\_\_\_

Time Picked Up: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

2<sup>nd</sup> Employee Signature: \_\_\_\_\_

Item(s) being rented from the Parks Department: \_\_\_\_\_

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

Time Returned: \_\_\_\_\_

Employee Receiving Item: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parks Employee Signature