



COMMUNITY BUILDING INFORMATION

After Hours Contact: Non-Emergency PD Dispatch 817-598-4300

Our Community Buildings are a great place to host birthday parties, family reunions, meetings and other special occasions!

Rental Fees

	<u>Cherry Park Building</u>	<u>Harberger Hill</u>
Building		
Refundable Deposit	\$125.00	\$200.00
Hourly (2-Hour Minimum)	\$20 / hour	\$30 / hour
All Day Rental (8am – 12am)	\$175 / hour	\$250 / hour

Rental Deposit is due at the time you make your reservation. Rental Fees are due the day you pick up your key prior to your event. If no damages or violations reported rental deposit will be refunded within 30 days of your event date. Also, upon inspection if cleaning was not performed properly, this will result of losing my deposit.

GENERAL RENTAL INFORMATION

- Renters will assume full responsibility and all liability during the use of the building for any actions of themselves or their guests, both inside and outside the facility.
- Renters will be assessed charges for any damage to the facility and/or equipment along with clean-up.
- All city facilities are **ALCOHOL** and **TOBACCO FREE**. This includes the parking lot and surrounding areas of both buildings.
- Firearms are not permitted in any city facility.
- It is prohibited to use any city facility as a store-front, for home-based businesses, or profit.
- If music is used in the rental, an amplified sound request is required.
- A representative of the City of Weatherford has the right to monitor the level of sound and ask the renter to turn down or discontinue the use of sound equipment if deemed necessary.
- The fire code occupancy is posted in the buildings and strictly enforced.
- Tables, chairs, and other equipment provided at each facility are not to be removed from the premises.
- If the event includes minors under the age of 21, adequate number of chaperones over the age of 21 must be present during the entire event. Otherwise, a loss of the deposit may result.

- No items such as skateboards, roller skates/blades, bicycles, bounce houses; slides, water guns or similar devices are allowed within the buildings.

RESERVATIONS AND PAYMENTS

- Reservations are made by visiting the City of Weatherford, Parks, Recreation & Special Events Department, at 119 Palo Pinto Street (corner of Palo Pinto and Waco Streets), Monday – Friday, 8:00am – 5:00pm or calling 817-598-4124.
- Rental Reservations can be made (1) year in advance for Saturday, Sunday, and Holiday rentals, the first day of that month, not to the specific date.
- Continuous Rentals (buildings) is only aloud 3 months at a time.
- When a reservation is made the **Deposit must be paid in Full at the time of Booking.**
- Forms of payments are Visa, MasterCard, or Discover card, cash, or check.

RENTAL TIMES / Key Pick- UP

- Keys should be picked up on **the Wednesday before the rental or within at least 3 days prior to the rental and returned within (2) business days after or a \$25 charge will be taken from my Deposit.** If the renter is unable to meet those requirements and need to make other arrangements to obtain key/return the key. Please contact Parks Office during Business Hours 817-598-4124
- It is the renter’s responsibility to contact the Parks and Recreation office. **If the key is not obtained prior to the rental date, the rental will be forfeited.**
- There is a key drop-off box at the front of the Parks and Recreation Building, placed for your convenience. Located at 119 Palo Pinto.
- Rental time includes set-up and clean-up.
- Rentals by the day are 8:00am-12:00am.
- The rental cannot conflict with any Parks, Recreation & Special Events Department scheduled uses.

CANCELLATIONS /CREDITS / REFUNDS

- Cancellations must be in writing, (5) five working days or more prior to the rental date to receive a refund.
- Any cancellation notices of less than (5) five working days will result in forfeiture of any fee paid.
- If credit is given you will have ONE YEAR from date to use that credit.

CLEANING REQUIREMENTS

- All cleaning must be performed by the end of the rental time.
- **Upon inspection, if cleaning was not performed properly, this will result of losing your deposit.**
- **Cleaning includes:**
 - Trash emptied, including those in the restrooms and kitchen.
 - Table and chairs cleaned and stored properly in designated area.
 - Clean counter tops, appliances, and sinks.
 - Remove all food and drinks from the premises.
 - Sweep and mop all floors.
 - Turn off lights and ensure all doors are locked or secured.
- Decorations, if used, may only be taped to the walls, windows, or ceilings. All decorations must be removed at the end of the rental. **PROHIBITED: glitter, confetti, or any similar decorations.**

USEFUL TIPS

- To plan a successful event, the following suggestions are given:
 - The number of tables and chairs are not specified or guaranteed, so if a count is necessary before the event, a key can be acquired at 119 Palo Pinto Street, Monday-Friday, 8:00am – 4:00pm. Please provide a form of ID to check out a key to view the buildings.
 - Tables are 4' X 6', easy up and easy clean top. Chairs are metal or have a Formica-type back and seat.
 - Allow time during rental period to decorate and clean up before and after the event.
 - Small appliances, tablecloths or sound equipment will not be provided.
 - Note any unusual or suspicious activities before and after rental and notify authorities immediately.
 - **MUST BE OUT OF BUILDING AT THE END OF RENTAL – NO CARRYOVERS. Several rentals are booked each day. BE COURTEOUS.**