



PAVILION RESERVATION PROCEDURES, POLICIES and RULES

Reservation Procedure

- Reservation inquiries may be directed to the District at 512-716-0759; however, reservations may not be made over the phone.
- Requests for reservations may only be made by individuals who are at least 18 years of age.
- Reservations are accepted on a first-come, first-served basis. Reservation requests may be submitted no more than six months in advance of the requested date.
Reservations are confirmed only upon the District's receipt of **both** the completed "Pavilion Reservation Form" and the required fee and deposit **and** the District's issuance of a written or email reservation confirmation. Completed forms, fees and deposits must be **mailed** to the District at:
Northtown MUD
P.O. Box 2405
Pflugerville, Texas 78691
- The "Pavilion Reservation Form" and required fee and deposit must be received by the District at least 14 calendar days prior to the reservation date.
- Only one reservation of the pavilion will be approved per day.
- The District's reservation confirmation must be posted at the pavilion on the day of the reservation.

Payment Method

- All fees and deposits must be paid in the form of a **Cashier's Check or Money Order payable to Northtown MUD** only.
- Personal checks and cash will not be accepted.
- Payment must be received with the completed Pavilion Reservation Form

Reservation Fees

- *Northtown MUD Residents: \$25.00 non-refundable fee; \$100 refundable deposit (proof of residency required)*
- *Non-Residents: \$100.00 non-refundable fee, \$200 refundable deposit*

Cancellation

- Reservation fees are **non-refundable** even if the reservation is cancelled.
- The District encourages all reservation holders to consider canceling their reservation if an event will not occur in order to allow another month's notice reservation to be made.

Venue Hours

- The Pavilion is open from dawn to dusk only. All set-up and take-down/clean-up must occur during these hours. All guests must depart by dusk.

Decorations

- No nails, staples, thumbtacks or other means of affixing decorations may be used.
- Balloons and streamers may be used as decorations provided that they are attached with tape only and all tape is removed at the end of the use.
- Confetti and piñatas containing confetti or similar material are not permitted.
- All decorations must be completely taken down at the end of event and disposed of in designated trash receptacles or removed and disposed of off the premises.

Damages

- If the pavilion or grounds are damaged during the reservation period, the reservation holder's deposit will be applied to the cost of repair. If the deposit is insufficient to cover the cost of the damages, the reservation holder will be responsible for the additional costs. Any damage to the District's facilities may affect the reservation holder's eligibility for future rentals.
- Failure to pay additional repair costs within 30 days from the date they are billed to the reservation holder may affect the reservation holder's eligibility for future rentals and may result in legal action.

Responsible Party

- The reservation holder will be financially responsible for any damage to the pavilion and grounds occurring during the reservation period.

Parking

- Parking is permitted in marked parking spaces only.
- Parking and/or driving on the grass or under the pavilion is strictly prohibited.

General Rules

- Moonwalks, Inflatables, Rock Walls, Water/splash slides, Miniature Trains & Petting Zoos are NOT permitted at any time.
- Trails and restrooms are for public use and must be maintained open and accessible, even during reservation periods. These areas may not be blocked off or access-restricted.

- All trash generated during the event must be properly disposed of. If the trash receptacles are full, additional trash must be placed in plastic trash bags that are tied close and placed next to the roll-up door on the side of the pavilion.
- All rules contained in the District's "Order Establishing Rules and Regulations Governing Parks and Recreational Facilities and Greenbelt, including Wet Pond Facilities" are applicable to use of the pavilion and can be found on <http://northtownmud.org/>.



Pavilion Reservation Form

Event Date: _____ *In District* \$ 25.00 Non-refundable Paid _____
\$100.00 Refundable Deposit Paid _____

Out of District \$100.00 Non-refundable Deposit _____
\$200.00 Refundable Deposit _____

Event Start Time: _____ Event End Time: _____

Type of function: _____ Number of guests expected: _____

Name: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

E-Mail Address: _____

I, the undersigned, understand that I am responsible for all items listed below and have initialed each place indicated. If additional clean-up or repairs are more than my deposit, the charges will be assessed and I will be billed. I agree to pay Northtown MUD within 30 days of receipt of itemized charges.

RESERVATION FOR PAVILION: (must initial each line):

_____ I agree to take down ALL decorations and place trash in trash cans.

_____ I agree to wipe down ALL tables and clean up all spills.

_____ I agree to make sure that NO alcohol is served at my event.

_____ I understand that all Park and Playground areas close at dusk.

_____ If trash cans are full, bag and tie trash bags and place next to roll up door on the side of the pavilion

_____ I have read and understand the "Order Establishing Rules and Regulations Governing Parks and Recreational Facilities and Greenbelt, including Wet Pond Facilities".

User's Signature

Date

FOR OFFICE USE ONLY

Amount Paid: \$ _____ Check #: _____ District Confirmation #: _____

Entered in Computer: Date: _____ Initial: _____

Deposit Refunded: Date: _____ Amount: _____ Check #: _____