



**Inclusivity, Accessibility & Unity = EVERYONE!    Where community comes TOGETHER.**

## **RENTAL AGREEMENT**

Trinity Community Park offers an open-air pavilion that provides the perfect venue for business parties, birthday parties, friends, family gatherings and other general gatherings. The pavilion or open grass space is available to reserve, up to six months in advance. Reservations must be confirmed with park staff prior to the event.

### TCP Pavilion Space to Rent:

This is an open style pavilion with 4 rectangle tables that hold 8 people each (one is ADA accessible), plus a square game table. The shelter and the surrounding area can accommodate 50 people, with an additional 25 people in the surrounding area. Lighting and electrical outlets are available upon request to be unlocked and usable.

### TCP Lawn Grass Space to Rent:

The large open field is available for various gathers such as a wedding, family reunions, game space, parties and other general gatherings.

### Pavilion Amenities Open to the Public:

Parking area, loading/unloading zone, playgrounds, fitness walking path, sensory sandbox, open field area.

### Park Reservation Guidelines:

- Are taken up to 6 months in advance, including weekends and holidays.
- Can be made for any day of the week, between 9 a.m.- dusk. Sundays after 11am.
- Fees must be paid at the time of reservation confirmation.
- Acceptable methods of payment include check or cash. Vanco online credit card (Visa, MasterCard) payments acceptable, but credit card fees



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must be paid by rentee party. Check must clear bank before reservation is confirmed.

### Refund and Cancellation Policy:

- Cancellations from 1-6 months in advance will have 75% refunded. Cancellations of one (1) month or less will not receive a refund.
- If for unforeseen issues and TCP needs to cancel the reservation, 100% refunded.

### Reservation Permit Revocations Conditions:

- If staff determines that your estimated attendance was underestimated to such an extent that disruption to other users, damage to the facility, or inadequate supervision is likely.
- If staff determines that your event is not private and is intended to be a public event.
- If staff determines that your private event is being elevated to a public event through advertising and promotion on social media
- If you mislead staff about the nature of your event, attendance, merchandise sales, alcohol use, etc.
- If park rules are not obeyed.
- Violators of these guidelines are subject to denial of future rental privileges.

### Pricing:

<u># Guests</u>	<u>Price (4 hours: 9am-1pm OR 1pm-5pm)</u>
1-50	\$75
51-80	\$150
81+	Special Pricing

More than 4 hours needs special permission and extra fees applied.

\$200 Refundable Damage Deposit – which is refundable up to 2 weeks after your event, if all the rules and regulations are followed. Payment is required at the time of reservation.



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### How to Rent:

Requests will be subject to staff approval. Upon approval, payment will be required to confirm the reservation. Your reservation is not finalized until you receive email confirmation of your payment and application approval.

### Park Rental Use Guidelines

- Renter voluntarily assumes the risk of all damage to or loss of any personal property belonging to or brought on the premises of the rented event.
- Park hours are from dawn to dusk, but rentals begin at 9am. Special permission granted for extended hours.
- Use park at your own risk.
- All posted park rules must be obeyed.
- NO camping, overnight parking, or sleeping in park or parking lot.
- NO drugs, smoking, vaping or alcohol. Consumption of alcohol is NOT allowed in parks, except through TCP Special Events Permit process.
- All pets must be on a leash and clean up pet waste.
- Dispose of trash in the provided receptacles. If can is full, wheel to Knollwood and south parking lot entrance garbage area, replace with a new empty can.
- Clean any spills or debris, leave space as you found it
- No tape, glue, or anything to leave marks are allowed for decorating purposes to be attached to the pavilion, equipment or amenities. Only string allowed that will not cause damage.
- Businesses may not operate on TCP property, except by TCP Special Events Permit approval.
- No vehicles allowed in the park.
- No DJ's or loud amplified music systems are allowed at TCP, unless special permission has been granted.
- All special requests, such as bounce houses, game or food trucks, petting zoos, or pony rides must be submitted in writing at least 2 weeks prior to



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your event or at the time the pavilion reservation is made through the TCP Special Event Permit process and insurance waiver obtained at Renter's expense.

- Other items brought into the park such as gas BBQ grills, cotton candy or snow cone machines, tables, or tents also must be submitted in writing for approval. Must be used in designated area.
- NO charcoal grills, fireworks, sparklers allowed.
- Do NOT move or relocate tables unless special permission is granted.
- Field Area: volleyball net or any other fixtures, need special approval. This only applies if this area is not rented.
- All items must be removed the same day as rental.
- If the group wants access to Trinity's restrooms, an extra fee will be charged (depends on amount of hours needed).
- The park is open to the public and other people may be there using the amenities. Your rental is for the pavilion or grass field areas only.

### TCP Special Event Permit:

- Events with more than 100 attendants, outside food & beverage vendors, alcohol, or other circumstances require a TCP Special Event Permit.
- A separate \$1,000,000-\$2,000,000 insurance policy must be purchased, and this must be submitted to TCP one week prior to event.
- To apply for a TCP Special Event Permit, complete form on website.