January 1, 2019

Dear Parks Patron:

The following are the procedures for reserving a pavilion in a Precinct Three Park. Pavilion reservations may be made by coming into the Parks Administration Office located at 16215 Clay Rd. Suite 214 Houston, TX 77084 and completing a reservation form. Parks office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m., excluding county holidays; the telephone number is 281-496-2177. For more information, you may access our website at: www.pct3.com.

1. **RESERVATIONS.** Pavilions are reserved on a first-come first-serve basis. The first applicant to complete a reservation form and provide the required deposit check gets the pavilion of their choice for the requested date.

   For park patrons wanting to reserve a pavilion on the first business day:

   • The Park Administration office will open and close at our regularly scheduled time, 8:00 a.m. to 5:00 p.m.

   • At 8:00 a.m. a random number will be picked which will determine the order by which a pavilion may be reserved.

   • Only one pavilion and one date per person.

   • No one will be allowed to reserve a pavilion on two separate dates the first business day of each year. If you would like to make additional reservations, please contact the Park Administration office at 281-496-2177 on the second business day and if the pavilion you’re requesting is available, the reservation will be taken over the telephone and written confirmation will be sent via email, fax or USPS. There will be no need to make a second trip to the Park Administration Office.

   • No pavilion reservation or special event will be approved that jeopardizes public safety.

2. **DEPOSIT CHECK.** A $125.00 Cancellation/Clean-Up Deposit check is required. The check needs to be made payable to the park in which the pavilion being reserved is located.

   **NOTE: WE CANNOT ACCEPT CASH, MONEY ORDERS, OR CASHIERS CHECKS**

   A. Your deposit check will be returned to you if you abide by all park rules or cancel your reservation. You are responsible for:

   1. Placing all trash, decorations, etc. in trashcans.
   2. Cleaning off the tops of all the tables and properly disposing of all food and beverages.
   3. Washing down the pavilion floor by using a water hose, which you provide.
B. In the event of bad weather, you have the option to reschedule your reservation to the next available date, or have your deposit check returned. Please advise our office of your decision.

3. **RESERVATION FORM.** You will be given a “pink” copy of this completed form that you should bring with you the day of your event. It will document the following as they pertain to your specific function:

A. The number attending. If a large number of people are expected, you may be required to hire a Texas certified peace officer to handle parking, etc.

B. We will clean the pavilion prior to your arrival. A park employee will come by after your closing time to verify that you have cleaned the pavilion; you do not have to wait for his arrival. If you have complied with all of the rules, your deposit check will be returned to you by mail within two weeks of your reservation date.

C. Alcoholic Beverage Consumption and live bands requires security.

D. Special Permission Requests. Please see #6

4. **ALCOHOLIC BEVERAGE CONSUMPTION.** Requests to allow alcohol to be served must be addressed when the reservation is made. Uniformed, Texas Certified Peace Officer(s) currently working in Harris County will be required at any function where alcoholic consumption is present. You will be contacted by a Park Patrol Supervisor to assist you in satisfying this requirement. The officer(s) must be present the entire length of the event during which alcohol is being consumed. Failure to comply with this requirement will result in immediate termination of the event.

*ALCOHOL POLICY:* Effective April 1, 1988, alcoholic beverage consumption will be prohibited in all Precinct 3 Parks, except in the following cases:
   1. Reserved pavilions only.
   2. Leased areas, which specifically allow consumption of alcohol.

*Guidelines for Authorized Alcoholic Beverage Consumption:*
   - Minimum of one (1) officer for entire length of event.
   - Number of officers to be decided according to Park Rules.
   - No alcohol consumption by minors.
   - Consumption of alcohol is restricted to under the pavilion only.
   - All other Park Rules enforced.
   - Person making reservation is responsible for compensation to Peace Officer(s) hired for the event.

5. **LIVE BAND/MUSIC.** A uniformed Texas Certified Peace Officer(s) is required for an event with a live band.

*THE VOLUME OF THE MUSIC SHOULD NOT BOTHER OTHER PAVILION PATRONS OR HOMEOWNERS WHO LIVE NEAR THE PARK. NO SOUND EQUIPMENT OF ANY TYPE (BANDS, AMPLIFIERS, MICROPHONES, LOUDSPEAKERS, ETC.) IS PERMITTED AT THE PAVILION AT BAYLAND PARK. NO LIVE BANDS OR LOUDSPEAKERS ARE PERMITTED AT NEW KENTUCKY PARK.*

6. **SPECIAL PERMISSION**
   Special permission and proof of liability insurance are required for the following activities: Moonwalks, water games, animal rides, and other mechanical rides.
**ACTIVITIES NOT PERMITTED IN THE PARKS:**
The following activities are **not** permitted in the parks: Swimming Pools, the use of real eggs in games or activities such as egg toss, egg races, or Easter egg hunts, and no use of motor vehicles such as 4-wheelers, go-carts, etc.

Precinct Three reserves the right to cancel any pavilion reservation or special event if the number of people attending jeopardizes public safety or exceeds the number of people represented on the reservation form.

If you have any questions, please call our Parks Office at 281-496-2177. We hope you enjoy your visit and that you return again soon.

Sincerely,

Steve Dorman
Park Superintendent
Precinct Three