

Facility Rental Rates

Main Plaza Damage Deposit		Amphitheater Damage Deposit	
Anticipated Attendees	Deposit	Anticipated Attendees	Deposit
1-100 People	\$ 100.00	1-100 People	\$200
101-500 People	\$ 300.00	101-500 People	\$300
501- 1500 People	\$ 600.00		
More than 1500 People	\$ 1,000.00		

Note: Weekdays are Monday - Thursdays * Weekends are Friday - Sunday

Facility	Day	Hours	Non-Resident Fee	City Resident Fee	Vendor Fee	Damage Deposit
Main Plaza *	Weekday	5am - 12 am	\$150	\$100	\$10 per	See above
	Weekend	5am - 12 am	\$300	\$250	\$10 per	See above
Waterworks Terrace –With Main Plaza Rental	Weekday	5am - 12 am	\$50	\$25	\$10 per	\$50
	Weekend	5am - 12 am	\$75	\$50	\$10 per	\$50
Waterworks Terrace – W/O Main Plaza Rental	Weekday	5am - 12 am	\$75	\$50	\$10 per	\$50
	Weekend	5am - 12 am	\$100	\$75	\$10 per	\$50
Northrup Park Pavilion	Hourly	5am - 12 am	\$15 per hr./2 hr. max	\$10 per hr./2 hr. max	n/a	n/a
	Weekday	5am - 12 am	\$65	\$50	n/a	\$100
	Weekends	5am - 12 am	\$125	\$100	n/a	\$100
Boerne City Lake Pavilion	Weekday	5am - 10pm	\$100	\$100	n/a	\$100
	Weekends	5am - 10pm	\$125	\$125	n/a	\$100
Amphitheater*	Friday	7pm - 10pm	\$500	\$400	\$10 per	See above
	Saturday	5pm - 10pm	\$500	\$400	\$10 per	See above
	Sunday	12pm - 10pm	\$500	\$400	\$10 per	See above
AMPHITEATER STAGE LIGHTING (10 days notice required) \$150 base fee plus \$40 per man hour						
* Non-Profit rate available for Main Plaza & Amphitheater rentals at 50% discount off normal rental rate/excludes lighting/labor fees						

Fields	Type			Non-Resident	Resident
City Park Soccer Fields	Adult	hourly; 2 hr- max	per hour	\$40	\$20
	Youth	hourly; 2 hr- max	per hour	\$40	\$20
Northrup Ballfields	Adult	hourly; 2 hr- max	per hour	\$40	\$20
	Youth	hourly; 2 hr- max	per hour	\$40	\$20
Northrup Sand Volleyball Courts	per court	hourly; 2 hr- max	per 2 hours	\$15	\$15

Type	Days	Times	# of Swimmers	Non Resident	Resident
Evening Private Pool Parties	Friday - Sunday	7-10 pm	under 50	\$300	\$250
Evening Private Pool Parties	Friday - Sunday	7-10 pm	over 50	\$375	\$325
Daytime Public Pool Parties	Tues. - Sunday	1:30 to 3:30 pm	25 and under	\$75	\$75
Note: 2 areas for public pool parties available		4 to 6 pm	25 and under	\$75	\$75

CITY FACILITIES RENTALS AND SPECIAL EVENTS

TERMS AND CONDITIONS:

- **Please do not advertise your event prior to receiving your permit approval.**
- All groups wishing to rent/use city facilities must be in good standing with the city at the time of application. Good standing status means that the group or organization is current on all amounts owed to the city.
- Public events may require a special event permit to determine any impact to city infrastructure.
- All city parks uses are primarily intended for nonprofit, nonsectarian organizations for a maximum of twenty-four (24) hours. Uses longer than twenty-four (24) hours must have prior approval by the city manager or his/her designee and shall not be permitted more than 5 days in total length.
- The city reserves the right to close and/or cancel any scheduled event/rental due to inclement weather and/or in the case of poor facility conditions. If such closure occurs, the city will return on all monies paid by the group or organization for such event/rental. The City's liability for any cancellation due to inclement weather and/or in the case of poor facility conditions is limited to the amounts paid for such event/rental. The City of Boerne encourages events to explore event cancellation insurance.
- Reservations are made on a first come-first serve basis.
- All fees (rental and damage deposits) are due at the time of reservation and will be deposited by the City of Boerne. Checks should be made payable to the City of Boerne.
- The City of Boerne reserves the right to increase a deposit fee depending on event.
- **Facility Refund Policy:**
 - Cancellation >2 weeks prior to rental/full refund for rental less \$25 administrative fee;
 - Cancellation < 2 weeks prior to event/25% refund for rental plus \$25 administrative fee
 - No Show on date of rental loss of rental fee.
- Damages above the deposit amount will be charged at a rate of **\$40.00 per hour per staff** plus any out of pocket expense incurred. The individual, group or organization will be invoiced for any repairs made as a result of damages that occurred during the rental and/or trash that was left behind for which the deposit does not cover. Damage Deposit Refunds checks will be processed and mailed within 30 days after the date of the event
- Renter shall abide by all governmental laws, ordinances and any regulations established by the City of Boerne. See Ordinance online www.ci.boerne.tx.us under Municipal Code.
- Renters are responsible for cleaning the park and city facilities that are a result of their event. This includes restroom cleaning and restocking of all products, picking up all ground litter, emptying trash cans, disposal of trash and replacing trash can liners. Please leave the park in the same, if not better, condition that you found it.
- Renter acknowledges that he/she has fully inspected the premises and accepts them as suitable for leased purpose.
- Renter agrees not to make changes of any kind to the premises, or to display any signs in or about the premises without prior written consent from City of Boerne.
- Renter shall not permit premises to be used for any purpose which would render the insurance void or create hazards that increase insurance risk.
- The City of Boerne shall have unrestricted access and right of entry. City of Boerne shall endeavor, however, to abide by Renter's direction in respecting use of entrances and exits during the time period covered by this agreement.
- City of Boerne shall not be liable for any injury to person or damage to property on or about the premises due to any cause whatsoever, and Renter agrees to indemnify City of Boerne and hold it harmless from any loss, expense or claim arising from such injury or damage. If, due to any breach of default of Renter's contract agreement, it shall become necessary for City of Boerne to employ an attorney to enforce or defend its rights or remedies, Renter agrees to pay reasonable attorney's fees incurred by City of Boerne.
- Renter assumes all responsibility for the behavior of all persons admitted to the premises or any portions of the building or grounds by the Renter or its representatives or employees. Renter agrees to employ at its expense the number of policemen deemed necessary by City of Boerne for the protection of persons and property. City of Boerne reserves the right to remove or instruct removal of any person(s) whose behavior is objectionable. Renter waives any right, claim or cause of actions against City of Boerne arising from use of this authority and Renter further agrees to indemnify City of Boerne and hold it harmless from any loss, expense or claim arising as a result.
- Upon request by the City of Boerne, Event Organizer shall procure, at its own expense, general liability insurance with a minimum per occurrence limit of one million dollars (\$1,000,000.00), with a hold harmless clause naming

the city as additional insured, which shall protect City of Boerne against all liability or claims due to injury to person or damage to property occurring in or about the premises during use by Event Organizer.

- Renter shall not sublet this lease or the premises or any part without City of Boerne's prior written consent.
- All advertisements in connection with Renter's use of the premises, including but not limited to admission tickets, window cards, radio and Television announcements and telephone solicitations are subject to City of Boerne prior approval of form and content.

AMPHITHEATER

- All rental requests falling outside the set hours will be reviewed on a case by case basis.
- Open flames are strictly prohibited.
- The use of fireworks or pyrotechnics inside or outside of the building is strictly prohibited. Smoking (except where designated) is prohibited on Library Premises.
- Hazardous chemicals and materials are prohibited.
- Vendor Fees: \$10 vendor permit. Health permit required for food vendors. Two mobile food vendors are the maximum at any public event.
- Displays may not be affixed directly to the walls of the amphitheater without prior consent. Fixtures may not be removed from the walls.
- Pins, tacks, nails or other puncturing devices are prohibited. Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives must be approved.
- Glitter, confetti, sand, rice or any substance that causes litter or debris on the grounds is prohibited
- Glass containers are prohibited.
- City staff is not available for set up or takedown of any event.
- Renters are responsible for cleaning city facilities that are a result of their event. This includes restroom cleaning and restocking of all products, picking up all ground litter, emptying trash cans, disposal of trash and replacing trash can liners. Please leave the Amphitheater in the same, if not better, condition that you found it. All cleanup must be concluded at the end of your event.
- All personal materials, equipment and furnishings must be removed at the conclusion of the event.

Use of Alcohol:

- The City does not have a liquor license. If Renter wants to sell alcohol at their event(s), Renter must contact the Kendall County Clerk's Office at 830-249-9343 to make appropriate arrangements. **Applicable permit/license to sell alcohol must be provided no later than FOURTEEN (14) DAYS prior to event(s).**
- The Boerne Police Department will determine if security officers are needed for events where alcoholic beverages will be permitted. The ratio of officers to guests will be determined by Boerne Police Department.
- The security costs will be paid by the Renter prior to the event. Fee will be paid directly to the officers. The Officers must stay until the event is over and all guests have left.
- Alcohol Consumption is not allowed in parking lots.

LAKE

- Events at Boerne Lake Park require a pavilion rental.
- If utilizing the Water Treatment Plant at Ranger Creek Rd – A police officer is required to be present at the gate to the facility while it is open for any event
- Any group over 100 people will be required to use designated overflow parking.
- Any group over 200 people will be required to have 2 portable toilets, each additional 200 will require 2 additional portable toilets.

FIELDS

- Reservations are made on a first come-first serve basis provided facilities or fields are not in use for league play, tournaments, and/or other special events. Field Rentals cannot be made more than 2 weeks prior to rental date.
- Field Rental Refund Policy:
 - Reservations may be rescheduled in the event of rain, light failure, and/or if the Parks and Recreation Department finds it necessary to cancel the rental.
- Fields may be reserved on **an hourly basis for up to two (2) hours.**
- Fields are reserved on an "as is" basis. No special field maintenance will be performed for hourly rentals or for the scrimmage game rate.
- Field Rentals All vehicles without proper parking permits must remain in the parking lot at all times.
- Field Rentals No maintenance equipment allowed on the fields during hourly rentals.
- **FIELD CLOSED signs will be priority.** If teams show up and FIELD CLOSED signs are out you should not utilize the facility.