



CITY OF CASTLE HILLS

209 LEMONWOOD DRIVE • CASTLE HILLS, TEXAS 78213-2410 • (210) 342-2341 • FAX (210) 342-4525

PAVILION RENTAL POLICY

Effective: March 1, 2026

General Provisions

1. The pavilions at the Commons may be utilized for social activities, such as birthday parties, family reunions, showers, etc.
2. Hours of Operation for Pavilion Rental:
 - Sundays - Saturdays: 9AM to 8PM (from March 1st to October 31st)
 - Sundays - Saturdays: 9AM to 6PM (from November 1st to February 28th/29th)
3. Hours of Pavilion Rental: two (2) hour increments
4. Fees: \$50.00 for a 2-hour rental block with a \$100 deposit refundable unless the terms of the Pavilion Rental Policy or rental agreement are violated.
5. Licensee must be 21 years of age or older to enter into a rental agreement. The Licensee must be present during the entire reservation period. Licensee must have a copy of their rental agreement during the pavilion rental to verify the reservation in case of a conflict. Licensee shall abide by all rules and regulations set forth in this Policy.
6. Pavilion reservations are accepted from fourteen (14) days to ninety (90) days in advance of desired rental date. Reservations are available on first-come basis
7. Payments are accepted in-person at City Hall.
8. Expected event attendance may not exceed 100 people at any given time.
9. Licensee shall not hold the City liable for any injury sustained during the pavilion rental and shall indemnify and hold the City harmless from any claims associated with the rental.

Booking Policies

1. Pavilion reservations are accepted 14 days to 90 days in advance of desired rental date.
2. Reservations will not be held and will only be confirmed once completed documents and full payment are received.
3. Licensee must be at least 21 years of age and be on-site and provide supervision at all times during the entire rental period.
4. Pavilion rental cancellations must be made at least 48 hours in advance to receive a full refund.
5. The rental agreement/receipt acts as the permit authorizing use of the facility.
6. Inclement Weather Policy - Weather is unpredictable; therefore, reservations are made at your own risk. If there is inclement weather during your rental hours, you have three days from the date of your reservation to notify the office to receive a full refund.
7. No cancellations will be accepted prior to your event based on a predicted weather forecast. Refunds will not be issued in the event of extreme temperatures or light to moderate rain. The City reserves the right to make the final decision on questionable weather.

Payments

1. Payments are accepted in-person at City Hall (209 Lemonwood Drive); payments are accepted on Mondays – Thursdays from 8AM to 4PM and on Fridays from 8AM to 3PM.

2. Reservations will not be held and will only be confirmed once completed documents and full payment is received.

General Rules of Conduct

1. General

- a) Licensee is responsible for the care and upkeep of the reserved area or facility during the time identified in the reservation and will clean up the area or facility after use. The facility and equipment shall be returned to the condition and location they were in prior to the commencement of the activity.
- b) Licensee shall assume full responsibility for the character and conduct of everyone in their party. If there is a violation of any policies by person(s) in party and it is not corrected immediately, the City has the right to terminate the event with no refund.
- c) Expected event attendance may not exceed 100 people at any given time.
- d) All trash shall be disposed of in the proper receptacles. Licensee is responsible for the cleanup of the reserved premises and adjacent areas.
- e) No glass, no petting zoos, no balloon releases, no amplified sound.
- f) Color-throw events are prohibited in all parks, pavilions and trails.
- g) Use of confetti, pinatas, water balloons, moon jump/jump house, and water slides are prohibited.
- h) The licensee shall inspect the facility prior to the pavilion rental and report any damages to the City before usage.

2. Cleaning and Trash

- a) All refuse must be disposed of in appropriate supplied containers upon the completion of the reservation.
- b) Property damages, including failure to clean after an event, will result in fees assessed after the event if necessary. Responsibility for damage to or maintenance of the pavilion or facilities resulting from usage beyond normal usual wear will be assumed by the individual, group, or organization reserving the pavilion.
- c) Licensee must remove all items carried into the facility at the end of their contracted time. This includes all table coverings, decorations, food, beverages, trash and entertainment equipment.

3. Safety & Security

- a) Licensee must ensure that reasonable safety measures are taken as to the safety of guests and vendors in the facility. Licensee must ensure guests and vendors comply with all facility guidelines, rules, and regulations.
- b) No fireworks, air guns, bows and arrows, slingshots, or any device that may create a fire hazard or danger the public.
- c) The use of loudspeakers, amplifiers, or microphones, is prohibited except with the prior written approval of the City Manager or his/her designee. Excessive noise or complaints from residents adjacent to the park may result in loss of deposit and forfeit the opportunity to reserve the facility in the future.

4. Other Considerations

- a) City-sponsored special events and recreational programming will have scheduling priority over rental events, including recurring reservations.
- b) No removal of City property from the premises.
- c) The City is not responsible for lost or stolen property.

- d) The City reserves the right to decline rental of the facility by any individual or group deemed unacceptable, based on past failure to comply with (1) this Pavilion Rental Policy, (2) Rental Agreement, or (3) any applicable law, rule or regulation, as now existing or as may be amended.

5. Admission/Fees/Soliciting

- a) Event admission must be free and event organizers may not seek on-site donations to attend an activity at the park or promote, advertise, or solicit a cause, service, business, event, etc. unless organization is a 501 (c)(3) that has requested fundraising in application and commits that 100% of profits collected are donated to organization, and has been given director approval.
- b) Event organizers and their partners/vendors may not sell any goods, food, drinks, merchandise or services unless organization is a 501 (c)(3) that has requested fundraising in application, commits that 100% of profits collected are donated to organization, or has been given City approval.

Food and Alcohol

1. Alcohol and smoking/vaping are prohibited.
2. Food is allowed at private events but cannot be served to the general public.
3. Fires are permitted in enclosed fireplaces or grills. Coals must be extinguished, cooled, and disposed of in receptacles. Personal grills are only permitted on concrete surfaces.
4. Glass beverage containers are not allowed in any park areas.

Equipment

1. Tents must be secured with weights or sandbags. No staking allowed.
2. Decorations may not be affixed to pavilions, picnic tables or grills with nails, tacks, staples, or any application that will cause irreversible damage.
3. Licensee is responsible for all equipment set up and take down during the contracted hours.
4. The City reserves the right to prohibit or remove any item if it is determined that it may cause damage to the venue or create a hazard.

Vehicles

Vehicles are prohibited from driving into park areas.

Marketing

The City sometimes post photographs from events at our facility to social media sites and the City website. Licensee waives any objection via the rental.

Animals

1. All policies regarding animals should be observed according to City Ordinance.

All other City ordinances shall be observed in conjunction with this pavilion rental policy. The City reserves the right to immediately cancel the reservation if any of the above guidelines, rules, and/or regulations are not being properly adhered to.



CITY OF
CASTLE HILLS

PAVILION RENTAL AGREEMENT

City Contact for Rental: City Manager's Office 209 Lemonwood Drive Castle Hills, TX
(210) 293-9673 cduque@castlehills-tx.gov

PLEASE PRINT CLEARLY

Renter's Name: (must be 21 or over)		
Name of Person Receiving Deposit:		
Mailing Address/City/State/Zip Code: (needed to mail deposit refunds)		
Contact Phone #:	Alternate Phone #:	
Email Address:		
Date of Event:	Start Time:	End Time:
Description of Event:		
Estimated Attendance: Cannot exceed 100 persons	Will there be amplified music? YES NO If yes, volume level must be kept to a reasonable level to not disturb nearby residents. Complaints could result in a police response.	

RENTAL FEES AND DEPOSITS MUST BE PAID IN FULL AT TIME OF RESERVATION				
Check, Credit Card, or Cash payment	FACILITY	TIME (2-hour period)	RENTAL FEE (2-hour period)	DEPOSIT (may be refunded)
	West Pavilion		\$50/2-hours	\$100.00
	East Pavilion		\$50/2-hours	\$100.00
Deposit Required (may be refunded)				\$100.00
Rental Fee (per 2-hour period)				\$50.00
TOTAL AMOUNT DUE:				\$

FOR OFFICE USE ONLY

Employee Signature: _____ Date: _____
Payment: Cash _____ Check Number _____ Credit Card _____

By signing you are affirming that you have read, understand and agree to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit and/or event termination. Applicant understands that the City of Castle Hills is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Castle Hills or any person involved with or attending this event. I agree to indemnify and hold the City of Castle Hills harmless from all liability for the foregoing.

Signature: _____ Date: _____