



## Pavilion Use Events Reservation Policy

- Events - No cost to use facility unless electricity is required, then a \$20 fee will apply. Must be age 18 or older to reserve.
- Must call City Hall to check for availability and to reserve the pavilion.
- If Electricity required – The City will unlock the electric box before your event.
- Large groups of 25 people or more also requires a special event permit.
- The City does not provide any tables, chairs, sound equipment, or extension cords. Event parties should supply these items.
- If Inflatables/Bounce Houses are included with event, liability insurance proof is required from the company that owns and sets up the inflatable. Company insurance must show the City of Lone Oak as a covered party.
- Pets - All pets must be kept on a leash and parties are responsible for cleaning up after pets.
- **ALCOHOLIC BEVERAGES (requires a separate permit)** - No glass containers under the pavilion. All Glass containers are prohibited for safety reasons. No alcohol to be consumed by minors. Permit receipts will reflect if alcoholic beverages are permitted. **If selling alcohol, you must have temporary license permit from TABC.**
- The person or organization using the facilities is also responsible for the conduct and behavior of the group.
- Clean Up – Two (2) trash receptacles will be provided. All food, cooking products and garbage must be placed in trash bags (not provided) and placed in trash receptacles before leaving. No dumping of boiled liquids, grease or unwanted food on the pavilion grounds. All balloons and other party decorations must be removed.
- Please Turn Lights and Fan off when leaving the pavilion, if used.

*\*Note: Bathrooms at pavilion are not available at this time. Please plan accordingly if portable toilets are needed. Bathrooms are available in the Civic Center if facilities are rented together.*