



**PAVILION RESERVATION FORM**  
**RESERVATIONS WILL NOT BE MADE MORE THAN  
3 MONTHS PRIOR TO THE REQUESTED DATE.**

The City of Grayson takes reservations on the large pavilion in the City Park for functions by individuals and groups. There is no charge. We do, however, have certain rules which all must abide by in order to maintain the park and to make the park enjoyable to all. Please fill out the information completely, sign the acceptance page and submit to City Hall in person.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ (Reservations will not be made more than 3 months prior to the requested date.)

Time Requested: \_\_\_\_\_ From: 10:00 a.m. to 1:00 p.m.  
\_\_\_\_\_ From: 2:00 p.m. to 5:00 p.m.  
\_\_\_\_\_ From: 6:00 p.m. to 9:00 p.m. (Park closes **AT** 9:00 PM)

Type of Function:  
\_\_\_\_\_

Estimated Number of Persons in attendance: \_\_\_\_\_

\*Landscape maintenance occurs in the park on Tuesdays between 10:00 AM and 2:00 PM.

\*The park closes **AT** 9:00 PM. You must pack up and leave by 9:00 PM.

**RULES**  
**RESERVATIONS WILL NOT BE MADE MORE THAN  
THREE (3) MONTHS PRIOR TO THE REQUESTED DATE.**

1. No reservations will be taken by mail, phone, fax, email or similar devices. This form will not be mailed to you. You must pick-up the form at City Hall or download it from the City web site. Please fill out the form and return it in person to City Hall. Your reservation will not be confirmed until this form is completed and returned.
2. Due to our limited resources, all trash and debris from your function must be removed by you and taken to a disposal site away from City property. The trash receptacles are only for the casual visitor. **I understand and agree:** \_\_\_\_\_
3. Do not hang any decorations from any structure or landscaping materials with fasteners of any sort (e.g., nails, screws, staples, or the like). Do not use tape, glue or the like unless you plan to remove the same. All decorations must be removed at the end of the function.
4. Vehicles are to be unloaded in the designated parking areas (parking lot on Rosebud Road, Arts & History Center parking lot or the empty field located next to City Hall which are accessed from Grayson Parkway). **There is no vehicle access to the pavilion. Park Drive is officially a closed street starting at the park restrooms.** Handicapped guests can find handicap parking spots next to the Senior Center or in the Arts & History center parking lot. There is sidewalk access to the pavilion from all paved lots. No vehicles are allowed to drive past the Senior Center parking lot and no vehicles are to drive over a curb, across a sidewalk or onto the grass in the park area to load or unload. **I understand and agree:** \_\_\_\_\_
5. Reservations are generally accepted for only three (3) hour time blocks. However, you must be cleaned-up and be clear of the area prior to the end of your reserved period.
6. No alcoholic beverages allowed on park property.
7. No petting zoos, pony rides or water related activities allowed.
8. No fundraising events or admission charges or the selling of food or beverage allowed except in the instance of a city sanctioned and/or sponsored event.
9. No outside grills of any type allowed. If the pavilion grill is used, please extinguish the charcoal prior to leaving.
10. The Park/Pavilion **shall not** be used for events such as direct sale product distribution parties (Amway, Avon, Tupperware, etc), campaign/political events, or any event deemed unsuitable for the facility.
11. Inflatable devices are allowed if this application is accompanied by a Certificate of Insurance from the inflatable rental company listing the City of Grayson as an additional insured on the policy. If the Certificate of Insurance is not on file at the time of the party and an inflatable is being utilized the electricity will be turned off and the party will be required to vacate the premises.
12. Violation of these rules, or destruction of Park property may deny you the right of further use and may subject you to possible civil and/or criminal penalties.
13. No part of the event shall be set up on the stage at the ampavilion, on the grass in front of the stage or in the pavilions on either side of the stage.
14. The City of Grayson reserves the right to cancel your reservation with thirty days written notice.

**I understand and agree to follow all rules:**

Reservation Accepted:

Applicant \_\_\_\_\_

City of Grayson \_\_\_\_\_

Date: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Time reserved: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

This party is approved for the use of an inflatable and there is a Certificate of Insurance on file.

The only approved location for an inflatable entertainment device is in the empty field between the park and the Parkside building (where Johnny's Pizza is located). Electricity can be accessed from the light poles located along the sidewalk. Applicant initials: \_\_\_\_\_

Approved by: \_\_\_\_\_

**YOU MUST HAVE A COPY OF THIS FORM DURING THE FUNCTION. THE CITY OF GRAYSON RESERVES THE RIGHT TO DENY THIS APPLICATION FOR CAUSE. UPON REQUEST, THIS FORM MUST BE SHOWN TO GRAYSON OFFICIALS. Amended 3/10/2020**