



Heritage Park Facilities Rental Application Form

Galvan House • Courtyard • Rose Garden • Plaza

Today's Date: _____

Applicant's Name: _____ Email Address: _____

Address: _____ City, ZIP: _____ Phone: _____

Rental Date: _____ Day of Week: _____

Type of Event: _____ Estimated attendance: _____

Galvan House at Heritage Park rental hours are from 2:00pm – 11:30pm (park closing time).

Setup Time: _____ Event Time: _____ End Time: _____ Clean Up Time: _____

Food Caterer: _____ Alcohol Caterer: _____

Galvan House at Heritage Park 1581 N. Chaparral Street, Corpus Christi, TX 78401

Rental Space Options: (Place an "X" on box of your selection.)

- Galvan House - First Floor \$425 / 4 hours**
(Rental includes 80 chairs & 10 6ft round tables)
- Rose Garden only \$425 / 4 hours**
- Courtyard only \$425 / 4 hours**
- Full Package \$1,500 / 8 hours**
(First Floor, Courtyard, Rose Garden, Plaza, Kitchen & Bridal Suite)
- Partial Package A \$975 / 5 hours**
(Courtyard, Rose Garden & Kitchen)
- Partial Package B \$1,100 / 5 hours**
(Courtyard, First Floor & Kitchen)
- Partial Package C \$850 / 5 hours**
(First Floor, Rose Garden & Kitchen)
- Additional Hours \$105 per hour** (may include rehearsals, photography sessions, and additional hours on rental day)
Additional hours needed: _____

ALCOHOL - Will you be serving alcohol? YES NO. If yes, an alcohol permit **and caterer** authorized by Cultural Services to serve liquor must be obtained by renter. (See paragraph A – 3)

FINAL BALANCE of \$ _____ due by _____ (final balance due 3 weeks prior to event)
Non-Refundable Initial Deposit (\$200.00)

	Receipt #	Date	Amount
Security Deposit \$250.00	Payment #1		
Due by _____	Payment #2		
Receipt # _____ Date: _____	Payment #3		

FACILITY RENTAL INFORMATION

A. Rental Fees

1. All fees are based on a four-hour minimum usage of the facility, including setup, breakdown and cleanup. **LESSEE IS RESPONSIBLE FOR FURNISHING ALL TABLES AND CHAIRS.** One Hundred and five dollars (\$105.00) per each additional hour will be charged for time over the four-hour minimum. Rental arrangements must be made no later than two weeks prior to the event. **Initial here: _____**
2. A \$250.00 security deposit is required and must be paid at least 3 months before the event. The renter must leave the facility in the condition it was received and vacate premises by agreed time. All equipment used by the renter must be in place and accounted for before the renter releases the facility back to the City. All trash must be disposed of in the onsite dumpster. All missing or damaged equipment, and permanent fixtures, plus additional hours accrued at a \$50/hr. minimum will be the responsibility of the renter at the fair market value which will be assessed against the \$250 fee. **Initial here: _____**
3. No alcoholic beverages are permitted in the building or surrounding area without an alcohol user agreement and **an alcohol caterer** approved by Cultural Services. The alcohol user agreement must be submitted and approved by the facility 2 weeks before the event. **It is the renters' responsibility to inform their guests before the event of all rules governing alcohol use.** **Initial here: _____**
4. **A \$200.00 non-refundable initial deposit** and a completed rental application are considered a valid rental. (Deposit will only be refunded if Cultural Services cancels date or due to a natural disaster.) **Initial here: _____**
5. Balance of rental fee is due **3 months prior** to your event and at this time, applicants are required to update information and confirm their rental agreements. If final balance is not paid by the due date, the event will be cancelled. **No refund will be made after this date and applicants will be billed for the remainder** of the balance. **Initial here: _____**
6. Final arrangements or Reservations (time of event, total hours needed, etc.) must be made two weeks prior to the event. Any changes after this date will result in an additional charge of \$100.00. **Changing the date of the event at any time will result in a \$80.00 charge.** If more than 250 guests are invited, lessee must arrange to hire a cleaning crew. **Initial here: _____**
7. A Cultural Services **staff person will be on duty during the event** and will be responsible for opening the facility and locking up. **Staff is not responsible for setting up/taking down chairs or tables, playing music in any form, working with a DJ, etc.** All parties are responsible for setting up, taking down, tables/chairs, cleaning kitchen, clearing off all tables and taking down all decorations and depositing all trash into the facility dumpster within the time agreed upon. There are no verbal agreements. **Initial here: _____**
8. The kitchen facilities are to be used for approved caterers or self – catered events. Electrical outlets can be used to heat pre-made food and the counter space is for storing and meal preparation. **Use of kitchen appliances is NOT permitted (stove, oven, microwave and refrigerator).** **Initial here: _____**

B. Additional Information

1. All applicant(s) must be 21 years old.
2. The facilities are available for rent Monday through Thursday after 5 p.m.; Friday and Saturday after 2:00 p.m. and all-day Sunday (schedule permitting). Earlier rental times will be permitted if no other events are scheduled. All events must be over by 11:30pm. **Initial here: _____**
3. Applicant(s) must sign an indemnity form holding the City of Corpus Christi, its officers, employees, and guests, harmless against any and all liabilities. Applicant(s) must assume responsibility and shall reimburse Cultural Services for any damages to equipment, furniture, building or exterior features during their rental period. See A.2. above. **Initial here: _____**
4. Applicant(s) may be required to provide liability insurance for public/private functions. **Initial here: _____**
5. Where alcohol is served, and any other event planned, renters are required to provide at least one peace officer present in uniform for the entire event. **Initial here: _____**
6. A list of approved caterers will be available. If the event is self-catered, the lessee will be responsible for cleaning the kitchen and tables. **Initial here: _____**
7. Throwing of rice is not permitted. Birdseed outside the facility is allowed. Fireworks (including sparklers) are prohibited, due to city ordinance. **Initial here: _____**
8. **Wedding rehearsals & photo sessions** shall be considered an additional reservation at the standard rate of \$105 per hour, Monday through Friday before 10 a.m. or Monday through Thursday between 4 p.m. – 6 p.m. **Initial here: _____**
9. Applicant(s) are responsible for setting up outside rented or personal materials. **Tacks, nails, and staples are not permitted for decorating,** but tape or wire is allowed. **The Parks and Recreation Department and Cultural Services staff are not responsible for lost or stolen items.** **Initial here: _____**

- 10. Deliveries may **not** be made during regular operating hours; however, set-up is permitted only during rented time (tables, chairs, tents, decorations etc.). Applicant(s) will need to instruct caterers or outside services to deliver and pick-up all equipment, materials, and/or other items within the time agreed upon in the rental application or an additional charge may be added to the contract. Operating/Business hours are Mon.-Thurs. 9 a.m. – 5 p.m., Fri. 9 a.m. – 2 p.m. Initial here: _____
- 11. Acoustical musicians (mariachis, trios, vocalists) are allowed to perform inside the Galvan House. Amplified equipment (bands, etc.) are permitted only in the courtyard. Initial here: _____
- 12. Art exhibit and antique furnishings are not to be removed or relocated. Initial here: _____
- 13. Dancing is not permitted for indoor rentals at the Galvan House. Initial here: _____

The City of Corpus Christi does not discriminate against individuals on the basis of race, color, national origin, sex, age, religion, political belief, genetic or disability. I have read and received a copy of this **Heritage Park Facilities Rental Application Form**. I also understand and will abide by the guidelines listed above.

Applicant's Signature

Date

Cultural Services Staff

Date

Contact Information

Corpus Christi Parks & Recreation - Cultural Services
1406 Martin Luther King Drive, Corpus Christi, TX 78401 | (361) 826-3414