



# PARK RESERVATION FORM

105 Cross Creek, Lake way TX 78734  
512-314-7530 / parks@lakeway-tx.gov

(Reservations must be made 2 Business days in advance. No refunds 7 calendar days before your event, all cancellations are subject to \$25 admin fee. Limited to one reservation per household at a time, and reservation must expire before another one is made.)

Circle park Requested:	<b>PAVILION / LOWER LEVEL PICNIC AREA</b>	<b>RANGER / DRAGON</b>
<b>RENTAL FEE:</b> RESIDENT:	\$12.50 /hr., 4 hr. min	\$5 /hr., 2 hr. max
NON-RESIDENT:	\$25 /hr., 4 hr. min	\$10 /hr., 2 hr. max
CORPORATION:	\$40 /hr., 4 hr. min	\$40 /hr., 4 hr. max
NON-PROFIT	10% discount off non-resident rate	10% discount off non-resident rate
Circle if requested: Alcohol Permit	NO FEE	NO FEE
APPLICANT NAME:		PHONE #:
ADDRESS:		
EMAIL:		
NAME, ADDRESS AND PHONE # OF THE PERSON, CORP., OR ASSOCIATION SPONSORING THE ACTIVITY IF DIFFERENT FROM ABOVE:		
APPLICANT NAME:		ADDRESS:
PHONE #:		EMAIL:
<b>DATE OF EVENT:</b>	Time:	to
		Function:
# of Attendees:	**See Large Group requirements if over 100 People**	

### RELEASE

#### General Liability, Bodily Injury and Property Waiver

KNOW ALL MEN BY THESE PRESENTS, that I, \_\_\_\_\_ in consideration of being allowed to use certain property at a City of Lake way Park on \_\_\_\_\_, as described above, do by these present for myself, my heirs, executors, administrators, and assigns, do hereby release, indemnify and hold harmless the City of Lake way, Texas, its agents, officers and employees from any and all liability, action, claim, and damage arising from or resulting from property damage, personal injuries or death sustained by me or my guests at a City of Lake way Park, or my property or my guests' property. I further agree to release, indemnify and hold harmless the City of Lake way, its officers, and employees from any and all claims of liability actions, judgments, damages and attorney's fees arising from any intentional act or act of negligence committed by me or my guests.

**Product Liability Waiver:** I, \_\_\_\_\_, will provide a \_\_\_\_\_ (anything to be delivered or set up) on Parkland for the event I am hosting on (Date) \_\_\_\_\_ I assume all product liability in the high traffic area of the Park. I will disassemble and remove this equipment from the City Parkland at the conclusion of this event. Estimated time for the event is: \_\_\_\_\_ Outside vender name and contact information: \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_

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

<b>Staff Use:</b>	Permit# _____	Approved by: _____
Amount PD: _____	Deposit (if required): _____	Payment Method: _____
Name (if different): _____		
Date: _____	Alcohol Permit <input type="checkbox"/>	Scanned to Parks staff <input type="checkbox"/> Sign made <input type="checkbox"/>

PLEASE KEEP A COPY OF THIS FORM IN YOUR POSSESSION DURING YOUR EVENT