

**WESTBURY COMMUNITY GARDEN
REQUEST FORM for USE OF PAVILION/ GROUNDS**

Date of Application.....

Applicant:

Phone and email.....

Event Date.....Confirmation needed by:.....

Duration including setup and cleanup: Beginning.....End.....

Number of participants expected.....

Type of event (meeting, social, class, etc)

Describe:.....

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Usage Guidelines

Security is needed if alcohol will be served and to keep your event private. You can hire off duty HPD officers or Harris County Constables. Contact HPD or Harris County Precinct 5 for scheduling and cost. Private security services are available as well.

Limited amenities:

— WCG cannot provide tables and chairs. Some benches and wooden tables are always in the pavilion. If needed, additional tables, chairs, trash receptacles, must be brought in.

— No electricity or evening lighting. Night time events are not recommended unless they conclude before sundown (summertime).

— Sanitary facilities

1. No running water or washing areas
2. Portable Toilet:: one at the rear of the garden, no hand washing station.
3. Trash disposal: Dumpster near the portapotty. Excess trash must be carried away
4. Birds in the peak: Sparrows nest in the roof peak necessitating the trash can anchored in the center to receive bird droppings.

Parking: Parking on the street. Driveway parking needs to be arranged by special permission.

Cleanup: Pavilion/ Grounds must be left clean with wooden furniture back in place.

LEGALITIES

If alcohol and food will be served, name your caterer/bar tender. Provide the license numbers or provide copies of current licenses with your application.

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State Security source if needed.....

LIABILITY RELEASE AGREEMENT

I/we understand that the City of Houston, Brays Oaks Management District, the Westbury Community Garden, the Westbury Civic Club (WCC), and the Westbury Area Improvement Corp (WAIC), have no responsibility for my actions or for the actions of my guests in the Garden.

I/We, THEREFORE, AGREE TO HOLD HARMLESS THE GARDEN ORGANIZERS AND OFFICERS, THE BOARD OF DIRECTORS OF THE WAIC, INC, THE WCC, INC, AND THE OWNERS OF THE LAND FROM ANY PERSONAL INJURIES, LIABILITY, DAMAGE, LOSS OR CLAIM OF ANY KIND OR CHARACTER THAT OCCURS IN CONNECTION WITH THE USE OF THE GARDEN BY ME OR MY GUESTS OR OTHER PERSONS USING OR VISITING THE GARDEN WITH MY CONSENT/ PERMISSION. BY MY SIGNATURE, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS DOCUMENT.

SIGNATURE.....DATE.....

Submit your request to events@westburycommunitygarden.org. You will receive a confirmation that your request was received and is being processed with a reply in 48 hours.

WCG Approval.....Date.....