

**STEPHEN F. AUSTIN-MUNSON**

**Historical County Park**

**25655 SH 288**

**Angleton, Texas 77515**

**(979) 248-5961**

Date	Arrival Time	Departure Time	Total Hours	Rate	Total

Refundable Damage/Cleanup Deposit (When all rules are followed) ..... \$ \_\_\_\_\_

Lessee's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Lessee is responsible for cleanup at the end of the event. Cleanup duties include the following:  
Dispensing of Trash sweeping all floors of rental area, kitchen and counter clean up,  
And removing all personal effects and food.*

Type of Activity: \_\_\_\_\_ Estimated # of Guests: \_\_\_\_\_

Is food being served:  Yes  No    Event Catered:  Yes  No    Catering Company \_\_\_\_\_

Is alcohol being served:  Yes  No

Is DJ or band used:  Yes  No    Brazoria County Fire Marshal Permit Number \_\_\_\_\_

**Setup/Teardown Charges: Applicable when staff performs table & chair setup service**

- \_\_\_\_\_ \$25.00 per hour for set up by Park personnel

**Special Instructions:**

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**Balance Due Policy:**  
30 Days prior to event

**Cancellation Policy:**  
All cancellations must be made in writing 30 days prior  
to event in order to receive a deposit refund

Signature of Lessee

Date

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## General Guidelines/Rules & Regulations

All rental rates specified herein are subject to future Brazoria County Commissioners Court rulings, and may be adjusted if deemed appropriate by future court actions according to marketplace demand or other influencing factors.

A rate of no more than \$350 per day is to be charged for use of the *Stephen F. Austin-Munson Historical County Park* visitor center, for each day rented by an individual or group. Day times are 9 a.m. through 10 p.m. for each calendar day. Daily rental fees include usage access to the interior of the visitor center, its restrooms, its tables and chairs, kitchen, trash receptacles, and access to immediate grounds surrounding the visitor center for parking, and grounds access within 100 feet of the visitor center (picnic tables within this range are included) within the park property boundary.

Nonprofit groups based within Brazoria County (headquartered or chapter) qualify for a rental rate not to exceed \$250 per day for the aforementioned facilities and terms. Current /valid 501c3 nonprofit documentation, or State of Texas Not-for-Profit Corporation (issued by Texas Secretary of State) status is required to obtain this discounted, in-county rate.

A refundable, \$100 security deposit may be charged to customers, and / or a rate of \$25 per hour may be added to the customer's invoice for each hour required by Brazoria County staff for set up in advance of the event and / or cleanup afterward, that is beyond or in addition to the designated rental period (before or after).

Lessee agrees that in its use of said facility it will indemnify and hold harmless Brazoria County ("County") from any neglect or misconduct on the part of anyone representing and/or in the employ of the Lessee.

The Lessee agrees that in its use of said facility it will indemnify and hold harmless the County from all personal injury and/or property damage arising from its use of said facility.

**Any other conditions not listed here which are part of the established Rules and Regulations governing the use of County Parks do apply to the Lessee and usage of said facility as set forth in this rental arrangement. It is the responsibility and burden of the Lessee to become knowledgeable of these other conditions and be in total compliance.**

The County reserves the right to preempt any scheduled program, activity or otherwise if need be, provided advance notice is given.

One must be 18 years of age to reserve the facility. A written agreement and deposit must be executed when reserving the facility.

Lessee will not use or permit the premises to be used for sleeping or lodging purposes.

Events held at this facility are for specified purposes only.

Lessee will be held responsible for their guests regarding damage to facility, property, behavior and following the rules of the County:

- Park Rules and Policies are applicable and enforceable at all times during any event or activity held at SFA-Munson Historical County Park.
- Absolutely no smoking is permitted in county facilities. Smoking is permitted only in prescribed areas.
- Alcohol must be kept in area reserved at all times. If alcoholic beverages are to be served, then the Lessee must provide at least two (2) security officers to be present on site during the event, and at least one officer must be a county deputy sheriff.
- Children must be kept in the area reserved. It is Lessee's responsibility to observe and protect any children around water areas (*i.e. ponds, lakes, etc.*).
- All events will end at the time the facility was leased for, with no extensions of time allowed. THE FACILITY CLOSSES AT 10 P.M. All events will end early enough to provide cleanup and patrons, caterers, bands, decorators, etc. time to be out of the facility no later than 10 p.m. NO FREE TIME - SETUP AND CLEANUP ARE PART OF RENTAL TIME unless documented otherwise. Set-up time begins at 9 a.m. or later on the date of the rental.
- Lessee is responsible for tables and chairs setup/teardown unless this service is requested of County staff and paid for in advance of event. Tables and chairs must remain inside building at all times.
- THE LESSEE SHALL SEE THAT THE FACILITIES ARE CLEANED AND RETURNED TO ITS ORIGINAL CONDITION NO LATER THAN TIME SPECIFIED ON AGREEMENT. LESSEES RESPONSIBILITIES INCLUDE ROOM CLEANUP AFTER EVENT.
- All material not belonging to park must be removed from grounds and buildings at the end of each daily rental period.
- Parks Dept. is not responsible for any materials or equipment brought to the site for any reason.
- No materials may be nailed, pinned, taped or fastened to the walls or ceilings.
- No display case, table, nor arrangement may be moved or modified; nothing is to be placed on top of display cases.

- No use of cabinets or refrigerator in kitchen is permitted.
- No rice, bird seed, confetti, glitter, hay or sawdust is permitted on the premises. NO SPARKLERS OR FIREWORKS. Use of DJ or ANY open flame (including candles) requires permit from Brazoria County Fire Marshal – 979-864-1201.
- Use of water balloons, water guns, confetti eggs, or other such items, can damage historic items at the Park and are prohibited.
- Any park materials (bricks, logs, tables, chairs, etc.) used by guest must be returned to original location before leaving premises.
- No ground fires permitted. Events/behaviors that are deemed hostile, lewd, profane, sexually explicit, unlawful, or otherwise inappropriate are prohibited.
- Building occupancy is limited to 100 persons per Brazoria County Fire Marshal.
- SECURITY: Any event with 200 or more people is subject to having security present. This will be done at the Manager's discretion. The County will obtain the necessary number of officers. Lessee will make payment 72 hours in advance of event in cash to the Parks Director.
  - In the event that more persons attend the event than anticipated or become disorderly, the officers will have the option to call in additional certified peace officers at the Lessee's expense.
- If damage exceeds deposit, you will be invoiced and responsible for damage reimbursement.
- Regularly scheduled weekly events may be reserved one month in advance. Balance is due at time of reservation. Thirty (30) day cancellation policy is in effect.

*Arrangements for rental of facilities or grounds at Stephen F. Austin-Munson Historical County Park are on a case-by-case basis. The park is a historic site of irreplaceable cultural and historical value and will be preserved as such at all times. Activities or events that are deemed inappropriate, potentially damaging, disrespectful, or otherwise incongruous to the Parks' mission or preservation of resources, or that might conflict with the Park's hours of operation, general public access, or staff availability will be denied. All such decisions are at the discretion of Park Staff.*

As the principle purpose of this facility is as a Visitor Information Center, the building and grounds will remain open to the public in that capacity during all regular hours of operation regardless of rental agreements.

I have read the above rules and regulations and agree to follow or will be subject to forfeiture of deposit fees, invoice of charges, and possible loss of privileges from using County-owned facilities.

Signature of Lessee

Date

Parks Department Designee