



LAKESIDE PAVILION
307 Buena Vista

The Lakeside Pavilion is approximately 6200 sq. ft. and seats approximately 400 persons for performance seating and approximately 320 for banquet seating.

PAVILION BASIC SERVICES

The Pavilion's basic rental includes the following services:

- (1) All Utilities.
- (2) Heat and/or air conditioning.
- (3) Tables and chairs.
- (4) PA system with wired and wireless microphones, audio/video system, and podium. The audio/video equipment has limited capacity and capability; and may not be suitable for all uses.
- (5) Restrooms.
- (6) Commercial kitchen.
- (7) Facility cleaning service.
- (8) Wireless Internet.

The audio/video equipment has limited capacity and capability; and may not be suitable for all uses.

Failure to furnish any of the services listed above resulting from circumstances beyond the control of the city; or limitations of certain services, will not be considered a breach of contract by the city.

RESERVATIONS

Reservations will be taken at the Parks and Recreation Department offices between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, (except for official holidays).

The Pavilion will be rented on a first-come, first-served basis.

A reservation for the Pavilion will be considered confirmed only upon the receipt of a signed license agreement accompanied by the appropriate fees.

Reservation of the Pavilion may be made up to twelve (12) months in advance.

Reservation cancellation by Licensee must be made in writing on or before thirty (30) days prior to any scheduled event for a full refund. If a reservation is cancelled after such time or if the person does not use the Pavilion on the scheduled date, the reservation fee shall be forfeited.

RENTAL HOURS

The Pavilion will be available for events between the hours of 8:00 a.m. and 1:00 a.m., which shall constitute a rental day.

All events at the Pavilion must end no later than 12:00 Midnight. Licensee, bands, caterers and all occupants must vacate the Pavilion; along with all other personal and rental property and items no later than 1:00 am.

LICENSE FEES & DEPOSITS

License fees per day for use of the Pavilion are:

	GROUP I	GROUP II	GROUP III
Pavilion use fee	\$200.00 (Sunday – Thursday) \$500.00 (Friday – Saturday)	\$1,000.00 (Sunday – Friday) \$1,500.00 (Saturday)	\$1,500.00 (Sunday – Friday) \$1,800.00 (Saturday)
Cleaning fee	\$500.00	\$500.00	\$500.00
Facility deposit	\$500.00/\$1,000.00	\$500.00/\$1,000.00	\$500.00/\$1,000.00

Note: Residents (must live inside the corporate city limits of Marble Falls and named as licensee) shall receive a five hundred dollar (\$500.00) discount on the license fee. Resident discount is not applicable to rate classification Groups I and III. Refundable Facility Deposit shall be \$1,000 if alcohol is consumed on the premises. The Facility Deposit shall be refunded within fourteen (14) business days.

Group I. Public Agencies & Non-Profits: Federal, State, County and City agencies; 501(c)(3) and 501(c)(6) non-profit organizations; and co-sponsored City athletic leagues. Co-sponsored city athletic leagues will not be charged for board meetings as provided for in the City of Marble Falls Facility Use Agreement.

Group II. Individuals, Civic Organizations & Social Groups: Any person or group who wishes to use the property for other than commercial purposes. These include, but are not limited to: Chamber of Commerce, Boy/Girl Scouts, fraternities, sororities, lodges, social clubs, family reunions, wedding receptions and banquets.

Group III. Commercial Groups: Individuals, organizations or companies who sponsor events which charge admission fees, registration fees, solicit contributions, buy, sell, trade, or display or promote products or services.

Should those in *Group I and II* participate in any of the activities outlined in *Group III*, they will be charged Group III rates. This does not apply to *Group I* 501(c)(3) and 501(c)(6) non-profit organizations.

SETUPS AND DECORATIONS

Licensee shall be responsible for setting up and arranging tables and chairs.

Tables and chairs may only be used inside the Pavilion.

Decorating is the responsibility of the licensee. Decorations may be of any type or design as long as installation and placement does not damage the pavilion, or violate the fire code. Decorations shall be removed and tables cleared by licensee upon vacating the pavilion.

KITCHEN FACILITIES

The kitchen is a professional catering kitchen with stainless steel appliances, work tables and serving areas. Appliances include: side-by-side reach-in refrigerator/freezer, microwave, coffee maker, two (2) gas convection ovens, gas range, ice maker, three (3) sinks (prep sink, two compartment sink and hand sink), a hot food table and a mobile heated cabinet. Pans for the hot food table and mobile heated cabinet are available for events NOT being catered.

GLASS CONTAINERS

All glass containers must remain inside the pavilion. The Parks and Recreation Ordinance prohibits the use of glass containers within the City parks.

ALCOHOL PERMITS

Alcohol Sales Permit Fee	\$100.00
Alcohol Consumption Permit Fee	\$ 25.00

The City shall retain the facility deposit if there is use and/or consumption of alcohol without having obtained a permit from the City of Marble Falls or without having paid all required Alcohol Sales Permit Fees or Alcohol Consumption Fees.

LIVE AND/OR AMPLIFIED MUSIC

The City of Marble Falls has a noise ordinance; however events, public or private, held in the Lakeside Park Pavilion which has entered into a license agreement with the City to reserve said facility and for which all fees and deposits have been paid are exempt. The noise levels for such events shall not exceed 110 decibels when measured at a distance of approximately one hundred (100) feet from the location where the noise is generated.

CONTACT INFORMATION FOR PROBLEMS

Monday through Friday 8:00 a.m. until 5:00 p.m.: Contact the Parks Department at (830) 798-6250.
Monday through Friday after 5:00 p.m. and weekends: Contact the Marble Falls Police Department at (830) 693-3611 and ask them to contact a Parks representative for assistance.

KEYS

Arrangements for picking up the keys to the Pavilion may be made by contacting the Parks and Recreation Department office at (830) 798-6250 which is open Monday through Friday from 8:00 a.m. to 5:00 p.m. The keys may be picked up at the Parks and Recreation Department office at 1808 Second Street after 4 p.m. on the day prior to your reservation; and, after 4 p.m. on the Friday before a reservation for Saturday or Sunday.

Upon vacating the Pavilion, all doors must be locked.

REFUND OF FACILITY DEPOSIT

All personal and rental property must be removed; and, all occupants must vacate the Pavilion no later than 1:00 am.

Return the keys to the Parks & Recreation drop box (located at 1808 Second Street) at the end of the event. If using the serving pans, return the serving pans the next business day. Anyone not returning the keys and serving pans to the Parks and Recreation office as instructed, shall forfeit the facility deposit.

The facility deposit shall be forfeited if the Licensee uses and/or consumes alcohol without having obtained a permit from the Marble Falls Parks and Recreation Department and without having paid all required Alcohol Sales Permit Fees or Alcohol Consumption Fees.

A City representative will inspect for damage or loss of property after the Licensee has vacated. If the facility deposit is to be refunded, a check will be mailed to the Licensee the following Friday. If there is any damage to the Pavilion or loss of property, the facility deposit shall be forfeited and Licensee will be billed for any expenses incurred over and above the deposit.

For more information or if you would like to reserve the Lakeside Pavilion please contact the

**CITY OF MARBLE FALLS
Parks and Recreation Department
1808 Second Street
Marble Falls, TX 78654
Phone: (830) 798-6250
E-mail: pard@marblefallstx.gov**

You may also visit our website at www.marblefallstx.gov.