

PICNIC PAVILION RESERVATION GENERAL INFORMATION

BREC offers a variety of picnic pavilions that may be reserved for small private gatherings like birthday parties, family reunions, or corporate functions. Parks with pavilions available for reservation are Anna. T. Jordan, Howell Park, N. Sherwood, Independence and Jefferson Terrace. All other pavilions in BREC parks are on a first-come, first-serve basis.

NOTE: Groups of 75 or more, groups wishing to have an event open to the public, and all fundraising activities by for-profit and non-profit organizations will be considered a special event, and will require a *Special Event Application* completed and approved a minimum of 45 days prior to the event. (See Special Event Section)

PERMITS

1. In order to reserve a picnic pavilion, a permit is required.
2. All those applying for a pavilion rental permit must be at least 21 years of age.
3. Pavilion rental permits must be kept at all times in the possession of the person to whom it is issued. This person must remain on site for the duration of the event.
4. Along with all rental fees, a \$100.00 refundable damage deposit will also be required to cover any damage caused to pavilion and/or park property during rental period.
5. BREC requires at least a 2-week notice for all pavilion rentals. No permit will be issued until rental fees and damage deposits have been paid in full. All pavilion rental payments must be made in person at BREC's Administrative offices located at 6201 Florida Blvd. Office hours are 8:00 am -5:00 pm, Monday – Friday. Telephone reservations will not be accepted; however you can call 273-6409 to check availability of a date. We cannot hold a reservation date over the phone.

GENERAL RULES & REGULATIONS

In addition to the following rules concerning use of BREC pavilions, all other BREC PARK USE POLICIES also apply. (see Park Use Policy section)

1. Rental hours available: 8:00 am – sunset, unless otherwise posted or approved on permit. Rental fees are based on a 4 hour period and then by the hour thereafter. Use of the pavilion is guaranteed for the period specified in the permit only. Event set-up and clean up must be included in the rental period.
2. Attendees must arrive no later than one hour after the scheduled time or the site will be opened to the general public and you will forfeit your pavilion rental fee.
3. Rental fee includes the use of the pavilion and the area immediately surrounding the pavilion. It does not include the playground. The general public is always welcome in the park. Exceeding the number of attendees listed on the permit will result in immediate cancellation of your pavilion rental.
4. Vehicles must be parked in designated parking lot areas only. Loading or unloading from vehicles must be done from designated parking lot areas. Driving off park roads and through BREC service gates is prohibited.
5. Parking spaces are not guaranteed with rental of pavilions.
6. Use of inflatables is prohibited without an additional permit and additional fees will apply. (Provider's insurance will be required.) One (1) dry inflatable is permitted per pavilion rental and may not exceed the following dimensions: 30'L x 15'W x 18'H. Inflatables being run on electricity can not exceed 110 volt capacity. Quiet run generators can also be used to operate inflatables. Inflatables are required to have above ground (concrete or water filled) anchors and may NOT be staked in the ground.
7. Water slides, water games, swimming pools, dunk tanks, petting zoos, pony/horse rides, amusement rides are prohibited except at BREC's Baton Rouge Fairgrounds location only.
8. Only removable adhesive tabs are allowed for securing your decorations. Staples, nails, tape, pushpins, adhesive backed decals, tacks or paint are prohibited. Metallic decoration sprinkles, glitter, confetti, rice and birdseed are not allowed. All decorations and other items brought into the pavilion are to be removed and disposed of properly. Under no circumstances are signs to be attached in any manner to any tree, park sign, utility pole, or facility.
9. Electricity in the pavilions is not guaranteed. BREC will make every effort to ensure electrical outlets are in proper working order; however, a refund will not be granted due to a non-working electrical outlet. No more

than 2 electrical appliances may be used per pavilion. Staff will not return to park to reset breakers if breakers are tripped due to customer overuse.

10. Water is available at restrooms and drinking fountains. Water spigots are not available at all sites.
11. All garbage must be bagged and placed adjacent to BREC cans for pick-up. All charcoal from grills and grease from fryers must be taken with you when you leave. Dumping of charcoal, seasoned water and/or grease onto park grounds is prohibited.
12. If you encounter problems at the shelter, please locate the Park Attendant or call: _____.
If you have an emergency requiring the police/sheriff, please call: _____.

HOLD HARMLESS:

LESSEE will indemnify BREC and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, injury, and/or damage to property arising from any occurrence at the leased premises during the occupancy period occasioned wholly or in part by any negligent act or negligent omission of LESSEE, its agents, contractors, employees, volunteers, participants, or concessionaires.

MODIFICATIONS AND REFUNDS

1. If you need to modify an existing reservation (change time, date, etc), it must be done at least **seven (7) days** *prior* to the scheduled use. Call 273-6409 to make any modifications.
2. Refunds will only be given with proper advanced notification or if the event is a total rain out. Proper notification will be considered a written notice to BREC received at least 7 days *prior* to the scheduled event. Rain outs will be considered a day of inclement weather which prohibits your usage of the pavilion. Once the pavilion is occupied, there are no refunds due to inclement weather and you will forfeit your rental fee. Written requests for refunds due to a rain-out must be received within 7 days of the pavilion reservation. A copy of the permit and the original receipt showing payment must also be provided in order for a refund to be processed. Written refund requests may be mailed to BREC, ATTN: Recreation Department, 6201 Florida Blvd, Baton Rouge, LA 70806 or faxed to (225)273-6407, ATTN: Pavilion Rental
Refunds will only be given to the original applicant listed on the pavilion permit. . Refunds for payments made by credit card will be reimbursed to the credit card. Issuance of refund checks for payments made by check or cash takes approximately 4-6 weeks.