



Indoor Rental Packet

Recreation Center & Natatorium: 4141 Bailey Road
Westside Event Center: 2150 Countryplace Parkway

General Information:

All reservations, contracts and changes must be made in person by the responsible party at the Parks & Recreation Main Office located in the Recreation Center & Natatorium: 4141 Bailey Road, Pearland, TX 77584. You may contact the Parks & Recreation Main Office at 281.412.8900 for availability of the facility and schedule an appointment to secure a rental.

- Reservations and facility tours are available by appointment 8 a.m. - 5 p.m. Monday – Friday.
- Monday - Thursday bookings available up to six months in advance, and no less than two weeks prior to event. Friday - Sunday bookings available up to twelve months in advance and no less than two weeks prior to event.
- Responsible party must be twenty-one years of age or older to reserve the facility, and must provide verification of age and physical address with current Texas Driver's License or Identification Card. One adult (21 years and over) per 10 minors is required.
- Must reside within the Corporate City Limits of Pearland to qualify for resident rate.
- To qualify for the member rate at the Recreation Center and Natatorium, membership must be active at minimum of 90 days prior to rental.
- All rentals are a minimum of three hours.
- Renter is responsible for setting up the tables and chairs at the beginning of the booking.
- Event must start and end within the reserved time period and be continuous. Items cannot be dropped off prior to the booked time and the facility must be vacated and items removed by the end of the booked time. Facility is available to you, caterer, DJ, etc., during your booked time only. The City will not store, nor be held liable for property left on the premises.
- If event runs over the contracted time, you will be required to vacate the premises, and the full deposit will be withheld; additional fees may occur.
- **Westside Event Center** - facility can be rented 7 a.m. - 12 midnight daily.
Recreation Center & Natatorium – facility can be rented Monday – Thursday 5:30 a.m. - 11 p.m.; Friday 5:30 a.m. - 10 p.m.; Saturday & Sunday 8 a.m. - 8 p.m. Staff would be required for a rental beyond these hours at an additional cost, if approved.
- Security is required for events with alcohol, events with seventy-five or more people, and/or events that are advertised to the public.
- No refunds are issued for hours or equipment not used.

Fees:

All rental fees are due by the first day of the month prior to the month of the event (i.e., January event fees due by December 1st). Cash, Check, Visa, MasterCard, American Express & Discover are accepted. Third party payments are not accepted.

\$140.00 Deposit - required for all events. This amount is due at the time of reservation and is submitted for payment upon receipt. Deposit refunds are based on condition of the facility following the rental, including damage and cleanliness, as well as the observance of contract rules and regulations. If any damage or contract violations occur, the rental deposit will be retained. The responsible party is liable for any damages exceeding the rental deposit. The deposit is refunded approximately six weeks following the event, pending no damage to the facility or contract violations. Deposits paid by credit card are refunded sooner than if paid by cash or check.

\$180.00 Cleaning Fee - required for all events and is not refundable.

Over & above these fees, an hourly fee is charged for use of the event space described in the facility description.

Recreation Center & Natatorium – 4141 Bailey Road, Pearland, TX 77584

Amenities:

- 3,678 sq. ft. entire multi-purpose room
- 20 - 72" round tables (84" or larger round table cloths suggested), seats 8 – 10 people
- 5 - 6' rectangle tables (30" x 72"), seats 6 – 8 people
- 50 – 6' rectangle tables (18" x 72"), seats 3 people lecture style
- 160 folding mesh chairs
- Kitchen (convection oven, sink, & refrigerator / freezer included with rental) Cookware & utensils are not provided.
- Ice Machine is not available, must provide own ice & container to store
- Linens are not provided

Parking for the Recreation Center & Natatorium is available in the front and partial parking in the rear of the building.

Light fixtures in the multi-purpose room provide emergency lighting and half must remain on per the City of Pearland's fire code. Corridors, exits and hallways must be free of obstruction at all times. Exits are to be lit when rooms are in use.

Maximum Capacity:

- Entire Multi-Purpose Room: 240 lecture style; 180 no dance area; 140 with dance area
- One Section Multi-Purpose Room: 120 lecture style; 90 no dance area; 50 dance area
- Zone Meeting Room: 50 lecture style; 30 classroom style

Fees:

	Non-Profit Groups**	RCN Member	Resident Non-RCN Member	Non-Residents Non-RCN Member
Entire Multi-Purpose Room	\$ 65/hour	\$ 130/hour	\$ 195/hour	\$ 260/hour
One Section Multi-Purpose Room	\$ 33/hour	\$ 65/hour	\$ 98/hour	\$ 130/hour
Zone Meeting Room*	\$ 15/hour	\$ 30/hour	\$ 30/hour	\$ 30/hour

The Meeting Room is for meetings only, unless rented in a party package.



Multi-Purpose Room



Zone Meeting Room

Westside Event Center – 2150 Countryplace Parkway, Pearland, TX 77584

Amenities:

- 36'7" x 56'3" banquet hall
- 14'3" x 19'9" meeting room
- 12 - 72" round tables (84" or larger round table cloths suggested), seats 8 – 9 people
- 10 - 6' rectangle tables (30" x 72"), seats 6 – 8 people
- Folding mesh chairs
- Kitchen (convection oven, microwave, sink, refrigerator / freezer, & dishwasher included with rental) Cookware & utensils are not provided.
- Ice Machine is not available, must provide own ice & container to store
- Linens are not provided

Parking for the Westside Event Center is shared with the surrounding public park. Street parking is available.

Four light fixtures in the banquet hall provide emergency lighting and must remain on per the City of Pearland's fire code. Corridors, exits and hallways must be free of obstruction at all times. Exits are to be lit when rooms are in use.

Maximum Capacity:

- Meeting Room: 16
- Banquet Hall: 135 lecture; 130 no dance area; 110 with dance area

Fees:

	Southdown or Crystal Lakes Residents or Non-Profit Groups**	Pearland Residents zoned in Corporate City Limits	Non-Residents
Meeting Room*	\$ 15/hour	\$ 30/hour	\$ 30/hour
Banquet Hall	\$ 60/hour	\$ 85/hour	\$ 95/hour

***The Meeting Room is for meetings only, unless rented in conjunction with banquet hall.**



Banquet Hall



Meeting Room

****Non-Profit Groups:**

Only local Pearland Area non-profit groups qualify. The "Pearland Area" is defined as the area that includes Alvin, Brookside, Friendswood, Pearland, and Manvel. Qualified organizations must provide services that benefit Pearland citizens. Must provide proof of non-profit 501(c)3 status, as deemed by the Internal Revenue Service, at the time of reservation to secure non-profit hourly rate. In addition to the non-profit hourly rate, non-profit groups are required to pay the deposit and cleaning fee.

Change/Cancellation Policy:

All cancellations or changes to a rental permit must be received in writing at least thirty days prior to the scheduled event date to receive a refund, minus a \$25 service charge. If a reservation is cancelled within thirty days of the scheduled event, all fees will be retained. The responsible party must make all changes and cancellations in person and by appointment.

Rules and Regulations:

The City of Pearland reserves the right to shut down an event at any time for violations of the rental contract or City policies. No refunds will be issued if an event is shut down due to such violations.

The responsible party and/or additional contact person must meet with staff at the time of the contract signing to discuss rules, regulations, and other details pertaining to the event. Further, one of the above mentioned persons must remain present during the entire rental to be sure that all policies and City ordinances are complied with.

- Renter is responsible for opening (unlocking) the facility for set-up purposes and to admit guests during the event. Renter is also responsible for closing (locking) the facility at the end of the event. Failure to lock the facility at the conclusion of the event will result in a contract violation and the full deposit will be withheld. At the time of the contract signing, staff will communicate procedures for keys.
- Smoking is prohibited anywhere in the building or within 25' of any entrance.
- The number of attendees cannot exceed the maximum capacity of the room.
- No damage to the facility. Damages exceeding the rental deposit will be charged to the responsible party. Compensation for damage includes the costs of all labor, materials, and supplies to repair or replace the damage to facilities. The Parks & Recreation Department reserves the right to decline renting to patrons who have incurred damages to City property in previous rentals.
- High-powered equipment (i.e. DJ sound system, beverage machines, etc.) must be plugged into designated outlets.
- No hanging decorations from walls, ceilings, doors, windows, or other fixtures. No tape or adhesive of any kind to be used in decorating.
- Balloons must be transported in/out under secure cover of bag to prevent release to ceiling, and cannot be removed from cover until secured to object/balloon weight. Do not release balloons.
- No candles are permitted in the facility. Fireworks, sparklers, smoke bombs, fog, etc., are strictly prohibited.
- Rice, confetti, bubbles, piñatas, etc., are prohibited indoors. Only birdseed or bubbles are allowed outside.
- Renter is responsible for set up at the event. Setup must adhere to fire code and must be approved by staff.
- Charging or accepting admission and/or concession fees during an event is prohibited. Fundraising is only permitted for local Non-profit groups.
- Must use designated loading/unloading area.

Security Requirements:

Events with alcohol, that are advertised, and/or events with seventy-five or more people are required to have two Pearland Police officers on duty on the premises **from the beginning of the event until the end of the booked time.**

- If the rental requires security, instructions will be given at contract signing.
- Rates and availability are determined by the Pearland Police Department. Please contact the Parks & Recreation Department Main office at 281.412.8900 for contact information to schedule the officers.
- **Confirmation that officers have been scheduled must be received by the Parks & Recreation Main Office no less than two weeks before the event; otherwise the event will be prohibited from serving alcohol or having 75 or more people.**
- If security is not hired, your deposit will be withheld, and there is potential your event will be shut down. Alcohol is not to be opened, served or consumed on City premises until officers are on duty.
- Consumption of alcohol is to remain indoors and is not permitted in the parking areas.