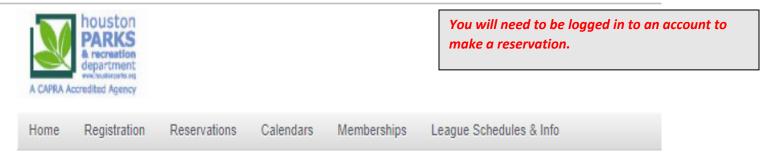
# PAGE #1

*Login to this link to create an account and/or make a reservation:* 

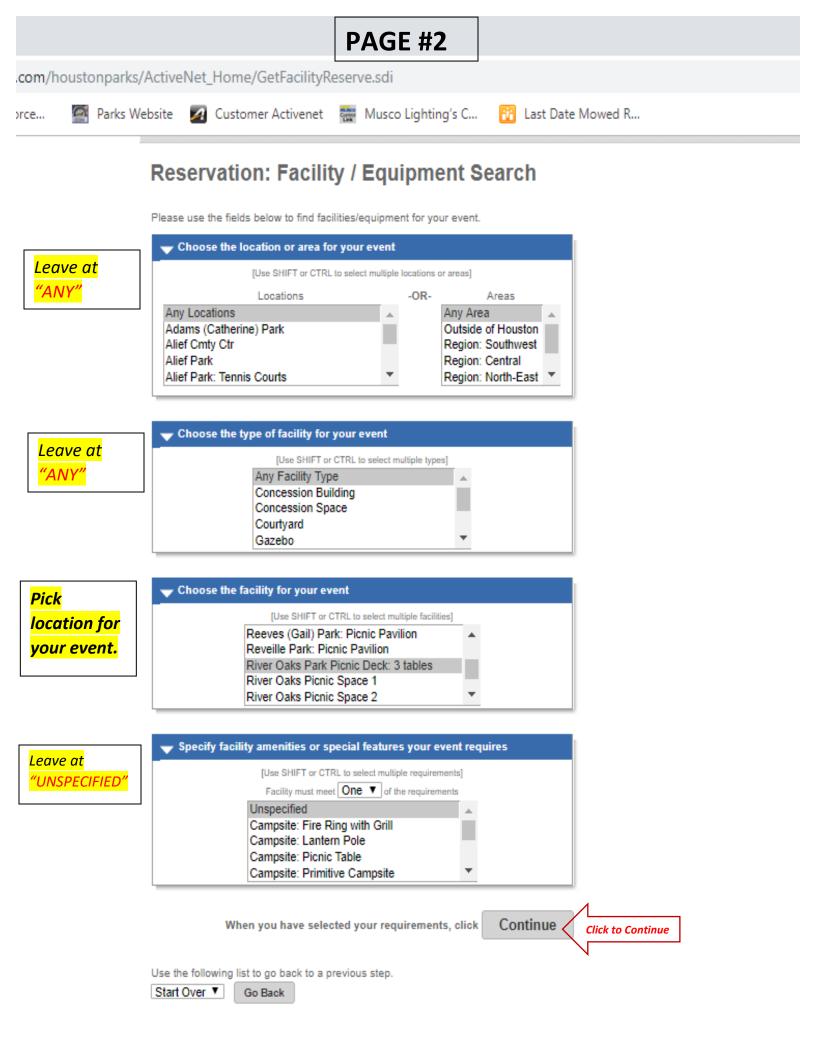
# APM.ACTIVECOMMUNITIES.COM/HOUSTONPARKS

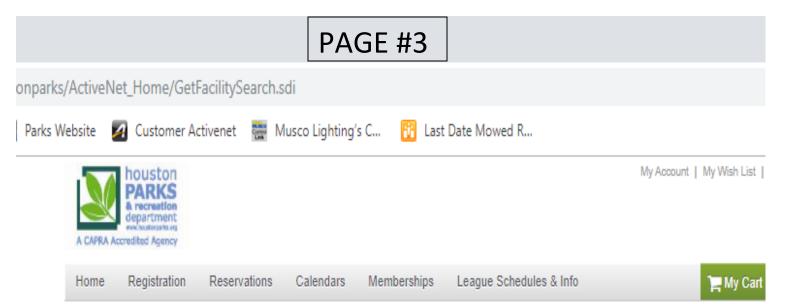


## **Reservation Event Information**

Welcome to the Reservation Request Site!

Reservation Please provide the following	information about the e	event for which	you want to reserv	ve facilities and/	or equipment.	<b>Event Type:</b> Choos reservation type fr drop-down box.	
	(Required) Outdoor Ar (Required) test (Required) 10	ea Rentals	(e.g., Johnson Weddir	Number of Estimated	Ex: Emily's	n: Name Your Event. Birthday Party Jumber of Guests Click to Continue	
COH Permitting Office 2999 S. Wayside Drive Houston, TX 77023 Tel. (832) 395.7000 Rainout Hotline: ( Community Centers: (832) 395.7295 395.7293 Adult Sports: (832) 395.713 Lake Houston: (832) 395.7690 Permi Fields) (832) 394.8805 (Outdoor Area Email: askparks@houstontx.gov	(832) 395.7294 (832) 0 Aquatics: (832) 395.7129 Is: (832) 394.8804 (Ball	Have Questio	d, American Express				
Terms of Use   Copyright Policy   Houston Parks and Recreation Departs © 2019 Active Network, LLC and/or its		e   Your Privac	y Rights				





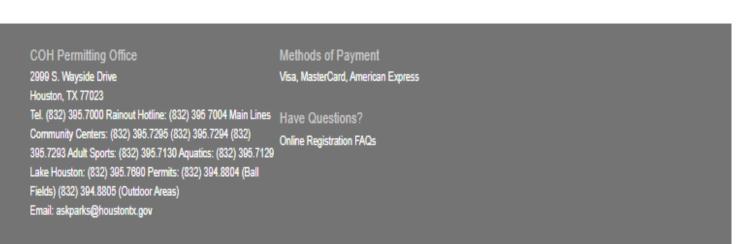
# **Reservation: Select Facility / Equipment**

The following facilities/equipment match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which item(s) to try to reserve.

	Select <u>Num</u>	ber of Guest	<u>s Qty of Equipment</u>	<u>Name</u>	<u>Type</u>	Reservation Unit	Location	
1	the check box	10	0	Aron Ledet Park: Pionic Pavilion	Facility	Minute	Aron Ledet Park 6323 Antoine Drive Houston, TX, US 77091 (832) 393-8805	Confirm the park location, you are reserving
Muct	5		When you have	selected the facilities/equipme	ent to tr	y to reserve,	click Continue <	Click to Continue
	Lise the follo	wing list to go	back to a provious st					

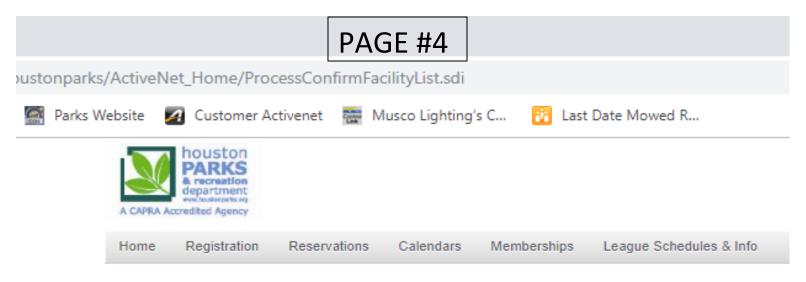
Use the following list to go back to a previous step.

Facilities/Equipment Search V Go Back



Terms of Use | Copyright Policy | Cookie Policy | Your Privacy Rights Houston Parks and Recreation Department's Policies: Terms of Use | Your Privacy Rights © 2019 Active Network, LLC and/or its affiliates and licensors. All rights reserved.





## Reservation Event Dates

Aron Ledet Park: Picnic Pavilion cannot be reserved more than 365 day(s) in advance. Aron Ledet Park: Picnic Pavilion must be reserved at least 5 day(s) in advance.

→ Specify the Dates	
Choose the date or range of dates for your event. You mu either the number of consecutive weeks or the end date. events, the beginning and end dates are the same.)	• •
Begin Date 2019 ▼ Sep ▼ 11 ▼ AND Number of Weeks OR	Select Date for your event using drop down box. Must be at least 5 days in advance.
End Date 2019 ▼ Sep ▼ 11 ▼	
- Specify when the event starts	At Exact Time: Enter
Specify when the event starts	start time for your

Exact Time 8:00	● am ○ pm	event. Check "d	ım" or "pm"		
✓ Specify how long the event lasts Duration: 1 (hours) (	) (minutes)		<b>Duration:</b> Enter number of hours event, including	s for	
	your event dates,	click (	and clean up tin		ue
Use the following list to go back to a previous s	tep.				

Search Results

Go Back

•

COH Permitting Office 2999 S. Wayside Drive Houston, TX 77023 Tel. (832) 395.7000 Rainout Hotline: (832) 395 7004 Main Lines Have Questions? Community Centers: (832) 395.7295 (832) 395.7294 (832)

Methods of Payment Visa, MasterCard, American Express

**Online Registration FAQs** 

istonparks/ActiveNet\_Home/GetFacilityDates.sdi

Parks Website

🜠 Customer Activenet 🛛 🚟 Musco Lighting's C...

PAGE #5

Last Date Mowed R... 66

## **Review Reservation Event Dates**

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request. \* indicates a date which you have changed from the requested pattern of dates and times.

September, 2019									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
1	2	3	4	5	6	7			
8	9	10	11 8:00 am 1 hour	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30								

Confirm on the calendar the date and time for your event.

Click "Continue"

- October, 2019										
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
		1	2	3	4	5				
6	7	6	9	10	11	12				
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30	31						

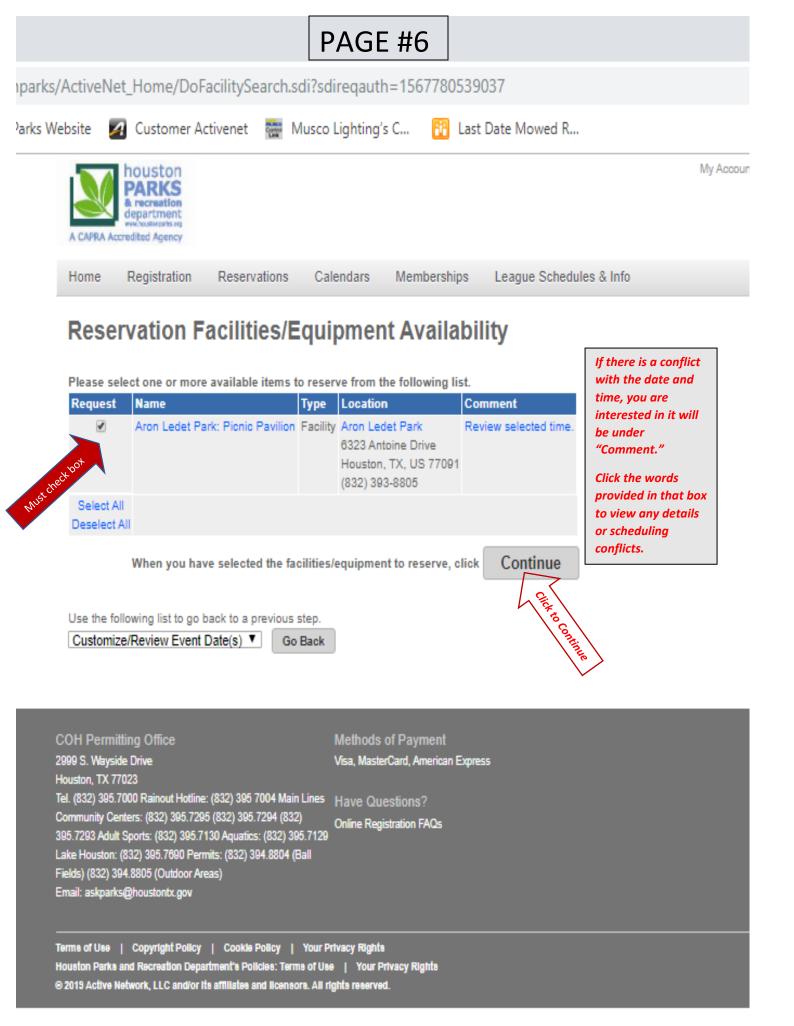
When you are satisfied with the dates you have chosen, click

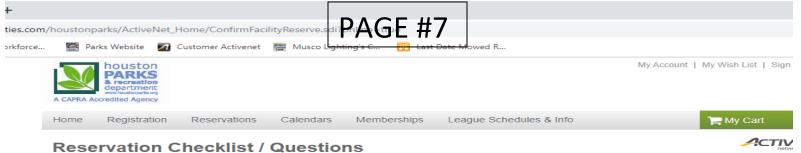
Continue

**Click to Continue** 

Use the following list to go back to a previous step.

Event Date	Y	Go Back
------------	---	---------





#### Reservation Checklist / Question

### For Community Center Rentals

The Event Security Form is required to be submitted to the Community Center 7 days after the initial rental request. Click on form below and print. A 5% transaction fee will be charged for each refund

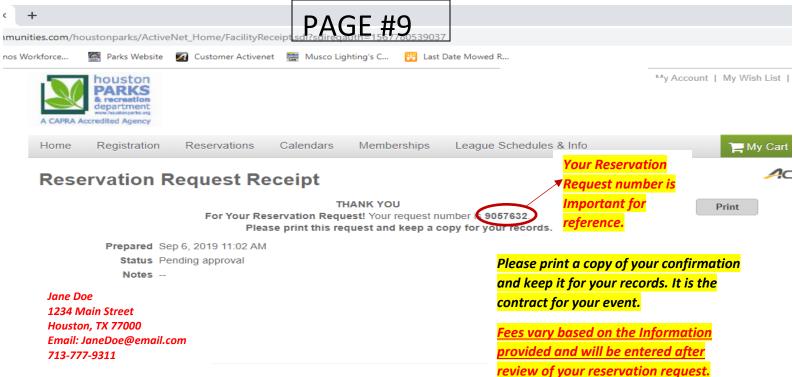
Mu	Please	check any of the items you want included with your reservation request.
hust chec	CK h	lect Checklist Items

ik i	lect Check	list Items		
k box	) Waiver	Required	Description	Attachment
		Yes	Closed Use Permit Policy	
		No	Liability Insurance Requirements	Insurance for Moonwalks, Petting Zoos, Large Tents, Trucks, etc
Please	answer the	following q	Closed Use Permit Policy Liability Insurance Requirements juestions.	$r_{o}$ read and answer ALL the auestions accordinaly. If it does
		*ls this even	nt for a Child's Birthday party? (Require	
*What	t is the age o	f the child w	ho's having the birthday party (Require	red) 3
	Would	l you like to r	receive information on any of the follo programs for	owing free aquatics r youth and adults? No ▼

*Who will be attending the event? ( <i>Required</i> ) Only to our invited guests <b>▼</b>
*Will this event be advertised? (Required) No
*Which websites will this be advertised on? ( <i>Required</i> ) " <b>"N.A." or none of the above</b> "
Will alcohol be provided? If yes, please contact the HPARD Permits Office to see if alcohol is allowed. If you intend to sell alcohol, additional permits and documents are required. Please contact the HPARD Permits Office to acquire necessary paperwork. ( <i>Required</i> )
Will you require the use of electricity? NOTE: Electricity is NOT GUARANTEED on any rental. Outlets (20 ampere - 16 running amps) are available ONLY at certain locations. You must visit the site to verify whether outlets are available and energized.' Call the permits office no less than 7 days prior to your event if it is not operational and we will attempt to resolve the problem. Use items only requiring light amperage. Please discuss your needs with our permitting staff. ( <i>Required</i> )
*Will you be giving away anything? ( <i>Required</i> ) NO <b>•</b>
This event is being held for what group: (Non-Profit Organizations must fax 501c3 Form to: 832-395-9633 in order to receive non-profit rate) ( <i>Required</i> ) Family and Friends Only ▼
*Please describe your event in detail to help us ensure a successful event: (Required) (No more than 500 characters) event.

# PAGE #7 (cont'd)

			ou be selling anyth							
							Select any iten	ns you	may be ha	ving, if
	*Indicate any of the followi	ng items you plan to l	have at your event (	(you may mak	•		none select "N	lone o	f the Above	"
	multiple selections using the each item, a \$1 millior available from the compar ACTIVITES ARE ALLOWE	he CTRL button on yo liability insurance po by you are renting the	our keyboard). Pleas blicy may be require item(s) from. NO L Moonwalks, Dunkin	ese note that fo d. This may b ARGE WATEI ng Booths, etc	R ). Moonwa Petting Z Portable	200	mer must provide		Moonwalks and Portat require ins	le Toilets
	*Will you utilize Propane? /	Additional permits will		e contact (832 3805. (Required		Requires \$250.	an additional	permi	it & deposit	of
	"Will you be using any Texas, Code of Ordinanc SOUND LEVEL REGU permits and documents are acquire necessary paper	es, CODE OF ORDIN JLATION for permissi e required. Please co	NANCES, Chapter 3 ible sound levels) If ntact the HPARD Pe	30 NOISE ANI f yes, additiona ermits Office t	D al No T R.	mici	u're having a l cophone, you a nd permit.			
	"Will ye	ou have professional	photography or film	ning? (Required	0 no 🔻	-	nal Photograp nd has fee of \$			
	*Will you obtain a portable park locations. Please vis rental, insurance and re refundable deposit will P	it the location prior to efundable deposits wi	reserving. Please r ill be at your own ex ad the form for place	note all fees fo kpense. A \$25 ement reques	or 0 <mark>No ▼</mark> t.	at the for pl	i want to rent ( e park for your acement is req ance and a dep	event, quired	, an applico	
		*Who will provide th	ie alcoholic beveraç	ges? (Required	n/A		▼ Mu	ıst ans	wer	
× +	com/boustons to (A t	what Ham-fast	vilit. Charle	PAGE	: #8				Cite	to Continue
mmunities	houst arecreated	Customer Act		PAGE		ast Date M	Nowed R		trell	$\sim$
mmunities	force 🛛 Parks Website	Customer Act	tivenet 🚟 Musc	to Lighting's C			Nowed R	s & Inf	irell	
mmunitie	Force Parks Website Parks Website Parks Park	Customer Act	tivenet 📷 Musc	to Lighting's C	🔁 La			s & Infi	irell	
	force Parks Website Parks Website Parks Website Parks Parks Website Parks Parks Website Parks Parks Website Parks Parks Website Parks Parks Website Parks	Customer Act	tivenet 📷 Musc	tars Me	🕅 Li			s & Infi	irell	
mmunitie	force Parks Website Parks P	ation Reserva con Review s the final step in Review the i	tivenet 📷 Musc tions Calend requesting you nformation careful elow, your request	dars Me <b>ur reservat</b> i Ily. t will be sent	mberships	; Le		s & Inf	irell	
mmunitie	force Parks Website Parks Websit	Customer Act Customer Act Consistency ation Reserva Con Review the final step in Review the i the Submit button built contact you to cor Picnic Pavilion at A	tivenet 📷 Musc tions Calend requesting you nformation careful elow, your request	dars Mer u <b>r reservati</b> Ily. t will be sent and obtain p	mberships	; Le		-s & Inf	irell	My Accou
mmunities	force Parks Website Parks Websit	Customer Act	tivenet 📷 Musc tions Calend requesting you nformation careful elow, your request firm your request Aron Ledet Park 2019	dars Me <b>ur reservat</b> i Ily. t will be sent	mberships	; Le: nation.	ague Schedule		irell	My Accou
mmunitie	force Parks Website Force Parks Website Parks Website Par	Customer Act Customer Act Con Son Son Review the i the Submit button buill contact you to cor Picnic Pavilion at A Date	tivenet Musc tions Calend requesting you nformation careful elow, your request firm your request Aron Ledet Park 2019 GRANTED THIS F IE FOLLOWING S gnated parks.2. No erated by this ever 4. No person may	dars Mel dars Mel ur reservati lly. t will be sent and obtain p ERMIT STIPULATION o vehicles ma nt must be co y be discrimin	mberships	; Le: nation.	ague Schedule onfirm Locatic vent.	on, Da	irell	My Accou
mmunitie	Force Parks Website	Customer Act Cust	tivenet Musc tions Calend requesting you nformation careful elow, your request firm your request Aron Ledet Park 2019 GRANTED THIS F GRANTED THIS F GRANTED THIS F anated parks.2. No erated by this ever .4. No person may or, religion, sex or the the carefully re-	dars Met ur reservational lly. t will be sent and obtain p Time 8am to 9a STIPULATION o vehicles ma nt must be co y be discrimi national origi reviewed	mberships	ation.	ague Schedule onfirm Locatic vent.	on, Da v Polic	io	My Accou



Transaction Confirmation #

- Reservation(s) Requested Event Resource Center Notes Aron Ledet Park Aron Ledet Park: Picnic Pavilion test Type: Outdoor Area Rentals 6323 Antoine Drive Attend/Qty: 10 Houston, TX, US 77091 (832) 393-8805 Days Requested Event Ends Event Duration Dat Begins Dat Wednesday Sep 11, 2019 MA 00:8 1 hour Sep 11, 2019 9:00 AM Summary Notes Total Number of Dates: 1

Total Time: 1 hour

#### - CUSTOM QUESTIONS

	/
Question	Answer
Is this event for a Child's Birthday party?	Yes
What is the age of the child who's having the birthday party	3
Would you like to receive information on any of the following free aquatics programs for youth and adults?	No
Who will be attending the event?	Only to our invited guests
Will this event be advertised?	No
Which websites will this be advertised on?	na
Will alcohol be provided? If yes, please contact the HPARD Permits Office to see if alcohol is allowed. If you intend to sell alcohol, additional permits and documents are required. Please contact the HPARD Permits Office to acquire necessary paperwork.	No
Will you require the use of electricity? NOTE: Electricity is NOT GUARANTEED on any rental. Outlets (20 ampere - 16 running amps) are available ONLY at certain locations. You must visit the site to verify whether outlets are available and 'energized.' Call the permits office no less than 7 days prior to your event if it is not operational and we will attempt to resolve the problem. Use items only requiring light amperage. Please discuss your needs with our permitting staff.	No
Will you be giving away anything?	NO
This event is being held for what group: (Non-Profit Organizations must fax 501c3 Form to: 832-395-9633 in order to receive non-profit rate)	Family and Friends Only
Please describe your event in detail to help us ensure a successful event:	Having a birthday party that consist of food and drinks and games.
Will you be selling anything?	No
Indicate any of the following items you plan to have at your event (you may make multiple selections using the CTRL button on your keyboard). Please note that for each item, a \$1 million liability insurance policy may be required. This may be available from the company you are renting the item(s) from. NO LARGE WATER ACTIVITES ARE ALLOWED (e.g. Water Slides/Moonwalks, Dunking Booths, etc). Please call the Permits Office for more information.	None of the Above