Reservation Event Information

Welcome to the Reservation Request Site!

Event Type: Choose your reservation type from the drop-down box.

Description: Name Your Event. Ex: Emily’s Birthday Party

Number of Guests: Estimated Maximum Number of Guests

Click to Continue
Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

### Choose the location or area for your event

- Any Locations
  - Adams (Catherine) Park
  - Alief Cnty Ctr
  - Alief Park
  - Alief Park: Tennis Courts

- Any Area
  - Outside of Houston
  - Region: Southwest
  - Region: Central
  - Region: North-East

### Choose the type of facility for your event

- Any Facility Type
  - Concession Building
  - Concession Space
  - Courtyard
  - Gazebo

### Choose the facility for your event

- Reeves (Gail) Park: Picnic Pavilion
- Reveille Park: Picnic Pavilion
- River Oaks Park Picnic Space: 3 tables
- River Oaks Picnic Space 1
- River Oaks Picnic Space 2

### Specify facility amenities or special features your event requires

- Unspecified
- Campsite: Fire Ring with Grill
- Campsite: Lantern Pole
- Campsite: Picnic Table
- Campsite: Primitive Campsite

When you have selected your requirements, click **Continue**

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

- **Start Over**
- **Go Back**
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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Number of Guests</th>
<th>Qty of Equipment</th>
<th>Name</th>
<th>Type</th>
<th>Reservation Unit</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Aron Ledet Park: Picnic Pavilion</td>
<td>Facility Minute Aron Ledet Park 6323 Antoine Drive Houston, TX, US 77009 (832) 393-8805</td>
</tr>
</tbody>
</table>

When you have selected the facilities/equipment to try to reserve, click **Continue**.

Use the following list to go back to a previous step.
- **Facilities/Equipment Search**
- **Go Back**
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 must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

- **Begin Date**: 2019 Sep 11
- **Number of Weeks**: (optional)
- **End Date**: 2019 Sep 11

Select Date for your event using drop down box. **Must be at least 5 days in advance.**

**Specify when the event starts**
- **Start at Exact Time**: 8:00
- **am** or **pm**

At Exact Time: Enter start time for your event. Check “am” or “pm”

**Specify how long the event lasts**
- **Duration**: 1 (hours) 0 (minutes)

Duration: Enter number of hours for event, including setup and clean up time.

To review your event dates, click **Continue**

Use the following list to go back to a previous step.
- **Search Results**
- **Go Back**

Click to **Continue**
Confirm on the calendar the date and time for your event.

Click “Continue”
If there is a conflict with the date and time, you are interested in it will be under “Comment.”
Click the words provided in that box to view any details or scheduling conflicts.

<table>
<thead>
<tr>
<th>Request</th>
<th>Name</th>
<th>Type</th>
<th>Location</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aron Ledet Park: Picnic Pavilion</td>
<td>Facility</td>
<td>Aron Ledet Park 6323 Antoine Drive Houston, TX, US 77091 (832) 393-8805</td>
<td>Review selected time</td>
</tr>
</tbody>
</table>

When you have selected the facilities/equipment to reserve, click Continue.

Use the following list to go back to a previous step.
- Customize/Review Event Date(s)  
- Go Back
Reservation Checklist / Questions
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

Please check any of the items you want included with your reservation request.

<table>
<thead>
<tr>
<th>Select Checklist Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiver</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

Please answer the following questions.

**Questions**

- *Is this event for a Child’s Birthday party? (Required)* Yes ▼
- *What is the age of the child who’s having the birthday party? (Required)* 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? (Required)* Only to our invited guests ▼
- *Will this event be advertised? (Required)* No ▼
- *Which websites will this be advertised on? (Required)*

- *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. (Required)* 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. (Required)* No ▼

- *Will you be giving away anything? (Required)* NO ▼

- *This event is being held for what group? (Non-Profit Organizations must fax 501c3 Form to: 832-395-5633 in order to receive non-profit rate) (Required)* Family and Friends Only ▼

- *Please describe your event in detail to help us ensure a successful event: (Required)* Having a birthday party that consist of food and drink (No more than 500 characters)
Select any items you may be having, if none select “None of the Above”.

Moonwalks, Stages, and Portable Toilets require insurance.

Requires an additional permit & deposit of $250.

If you’re having a DJ, large speaker or microphone, you are required to obtain a sound permit.

Professional Photography requires a permit and has fee of $134.26.

If you want to rent a portable toilet to place at the park for your event, an application for placement is required along with insurance and a deposit.

Must answer

Confirm Location, Date and Time for your event.

Review Policy Information.

Select “Submit”
Please print a copy of your confirmation and keep it for your records. It is the contract for your event.

Fees vary based on the Information provided and will be entered after review of your reservation request.

Your Reservation Request number is important for reference.

Jane Doe
1234 Main Street
Houston, TX 77000
Email: JaneDoe@email.com
713-777-9311