

ATTACHMENT "A"
MONTGOMERY COUNTY, TEXAS
TENANT-USER INFORMATION
CHECK LIST

Name or Organization: _____
Not for profit organization: ☐ *For profit* organization: ☐
Address: _____ City: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____
Contact Person: _____ Title: _____
E-mail address: _____ Rental Date(s) _____
Description/location of County Property to be used: _____

Type of Event: (Please check all that are applicable to your event)

Festival ☐ Auto Show ☐ Bake Sale ☐ Book Fair ☐ Animal show ☐
Carnival ☐ Concert(s) ☐ Trades Day ☐ Craft Show ☐ Children's Event ☐
Rally ☐ Sports Activity ☐ Other ☐

Please describe your event: _____

1. Is this event open to the general public? YES ☐ NO ☐
2. Number of estimated participants? _____
3. Are minor children participants in this event? (Age 18 or less) YES ☐ NO ☐
4. Will alcohol consumption be permitted by your organization during this event? YES ☐ NO ☐
NOTE: ALCOHOL CONSUMPTION REQUIRES SPECIAL PERMISSION ON COUNTY PARK PROPERTY.
5. Will alcohol be sold during this event? YES ☐ NO ☐
NOTE: ALCOHOL SALE REQUIRES SPECIAL PERMISSION ON COUNTY PARK PROPERTY.
6. Will your organization be selling or giving away food or beverages during this event? YES ☐ NO ☐
If yes, open non-prepackaged food? _____ (open = hamburgers, hot dogs, nachos, french fries, popcorn, fountain drinks, etc.)
If yes, has a permit been granted by Environmental Health Permit Department? _____ (please provide copy)
Environmental Health 501 N Thompson, Ste. 100, Conroe 77301 936-539-7836
7. Will security be provided? YES ☐ NO ☐
8. Will you require use of any type of utility? (If yes, please contact responsible party) YES ☐ NO ☐
9. Do you have liability coverage for this event? (Sporting event requires insurance) YES ☐ NO ☐
10. Please provide a copy of your liability policy with this information sheet. Montgomery County must be named as an additional insured/certificate holder.
11. Please provide current copy of IRS determination letter of your NON PROFIT 501(c)3 status. (if applicable)

Applicant's signature: _____ Date: _____

County authorized representative: _____

_____ Date: _____



**Robert Walker
Commissioner Precinct 1
Montgomery County, Texas**

510 Hwy. 75 N.
Willis, TX 77378

Office: (936) 539-7815
Emergency Contact: (936) 525-7426

**Willis Agricultural Barn & Arena
13551 Rogers Road, Willis, Texas 77378**

USER AGREEMENT

Group or Individual: _____

Activity Description: _____

Date of Event: _____

Deposit Amount: \$ _____ Date Received: _____

Rental Amount: \$ _____ Date Received: _____

The deposit will be refunded in full only after all User Responsibilities listed herein are fulfilled or if the event is cancelled within 48 hours before the reserved date(s).

_____ Initial you agree to the Deposit Refund Policy

The Willis Ag Arena Rental Rates:

Deposit & Agreement \$500.00 / Day due within 10 days from making reservation

Rental rate per day \$500.00 / Day

*****Arena will be dragged prior to event*****

Note: There is no day before set up or day after clean up; all activity is to be on the day of reservation

Rental fee due 2 weeks before your event. Cash or check are the only forms of payments accepted.

User Responsibilities:

- Insurance: User must provide proof of general liability insurance with Montgomery County named as additional insured in the amount of \$1 million per occurrence.
- Damages: User must pay any damages to facility or equipment caused during this event
- Maintenance: Facilities shall be left in good condition including the following:
 - All trash placed in dumpster
 - Doors closed & locked – light turned off
 - Bleachers cleaned off
 - All common areas cleaned including parking lot



User Responsibilities (continued):

- Security: Any security requirements will be at the User's expense.
- Vendors: No outside vendor area allowed.
- Alcohol: There shall be **NO ALCOHOLIC BEVERAGES** allowed on premises.
- Keys: Deposit is forfeited if facility keys are not returned after event
- Audio Usage: Deposit is forfeited if Microphone is not returned or lost

_____ Initial for Microphone P/U _____ Initial you agree to User Responsibilities

_____ Microphone Returned Staff Initial

The Willis Agricultural Barn and Arena facilities included are described as follows:

- Covered Arena
- Announcers Booth
- Restroom Facilities
- Parking: No Overnight Parking, No parking at the Ball Parks or on Paved Lots
- Outdoor Warm-up Areas
- Alley Access
- Concession Stand

Waiver of Liability:

By signing this application, the User acknowledges that that Montgomery County and its assignees are not responsible for any injury, theft, damages, or losses to property, person, or animals incurred in connection with this event. User agrees to hold Montgomery County and its assignees harmless for any such injury, theft, damage or loss. User agrees not to allow anyone to participate in any event at the Willis Agricultural Barn and Arena without completing the attached Authorization and Release of Liability Form.

User or User's representative must be 21 years of age or older to execute this agreement.

User #1 (Name & Number): _____

User #2 (Name & Number): _____

Address: _____

City / State: _____

Date: _____

Print Name: _____ **Signature:** _____

**Montgomery County
Precinct 1 Staff:** _____

Date: _____



**Commissioner Precinct 1
Montgomery County, Texas
Willis Agricultural Barn & Arena**

AUTHORIZATION AND RELEASE OF LIABILITY FORM

Name of Participant or Organization: _____

Event: Name of Activity: _____

Event Location: Willis Agricultural Barn & Arena, 13551 Rogers Road, Willis, TX 77378

INDEMNIFICATION:

I, (insert name of participant) _____, hereby recognize and voluntarily assume the risk associated with participation in the event described above and agree, on behalf of myself, my children, my parents, my heirs, assigns, personal representatives and estate to indemnify, hold harmless and release Montgomery County, Texas, its Officials, Agents, Employees, Assigns and Volunteers from and against any and all actions, claims, costs, damages, and court costs, including attorneys fees, arising from or in any way associated with or attributed to my participation in the event described above, including malfeasance, misfeasance or nonfeasance. I understand and agree that a photocopy of the authorization is as valid as the original. I certify that I have no physical or mental impairments, illness or defect, that either precludes me from or increases the risks to me when participating in the event described above.

I have carefully read this release of liability and fully understand its contents. I am aware that this release document is intended to act as a total release of liability and this document is a contract between myself and Montgomery County, Texas. I have executed this document of my own free will.

Participant's Printed Name

Signature of Participant

Date

Signature of Parent or Guardian (if the Participant is a minor)