



STAHLMAN PARK RENTAL APPLICATION

2211 Bluewater Hwy, Surfside Beach, TX 77541

Event Date(s): _____ Level: Upstairs Downstairs

Name of Lessee: _____

Organization: _____

Event Name: _____

Event Type: _____ Number of Guests: _____

Security Needed: YES, I will have alcohol on the premises. NO, I will not have alcohol on the premises.

Mailing Address: _____

Phone Number: _____ Date of Application: _____

Email: _____

Driver's License Number: _____ State: _____

Total Rental Amount: _____ Amount Paid: _____

Method: Credit Card Cash Check Receipt Number: _____

I HAVE READ AND FULLY UNDERSTAND THE ATTACHED INFORMATION ON STAHLMAN PARK AND THE INFORMATION I HAVE PROVIDED IS TRUE AND VALID.

1304 Monument Dr. Surfside, TX 77541 * (979)233-1531 Fax: (979)373-0699 *
www.surfsidetx.org

SIGNATURE

DATE

RENTAL RATES				
LEVEL	DAY	RATE	DEPOSIT	TOTAL
UPSTAIRS/DOWNSTAIRS COMBO	Monday - Thursday	\$1200	\$200	\$1400
	Friday OR Sunday	\$1200	\$200	\$1400
	Saturday	\$1200	\$200	\$1400
UPSTAIRS ONLY	Monday-Thursday	\$1100	\$200	\$1300
	Friday OR Sunday	\$1100	\$200	\$1300
	Saturday	1100	\$200	\$1300
DOWNSTAIRS ONLY	Everyday	\$250	\$100	\$350

STAHLMAN PARK RENTAL INFORMATION

RENTAL HOURS ARE FROM 8:00 AM UNTIL MIDNIGHT – If you wish to have an additional day for set-up or clean-up, you must rent the facility for that day. Event must end early enough to provide clean up and patrons, caterers, bands, decorators, etc. time to be out of the facility no later than 12:00AM. Occupancy of facility before of after your reservation will result in deposit forfeiture.

MAXIMUM CAPACITY – 200 guests

AMENITIES –

- 4000 Square Feet Climate Controlled Venue, Handicap Accessible
- Large Restrooms double as Dressing Rooms
- Audio/Video Capabilities, 72" Flat Screen TV, Wi-Fi
- Deck, Gazebo, Beach Walkover, Picnic Tables, Day Shower, Outdoor Restrooms
- (20) 60" Round Tables, (20) 3' x 6' Rectangular Tables, 160 Folding Chairs
- Ice Machine, Fridge/Freezer, Stove/Oven, Microwave, Rolling Trash Can
- We do not provide linens, cookware, or set up/tear down

DOWNSTAIRS LEVEL – Rental of the lower level does not allow you to rope off or prohibit public access to the beach or downstairs showers/restrooms.

KEY PICK UP/DROP OFF – Key will be issued to lessee at Surfside City Hall prior to rental date. Driver's license number is required upon pick up. Keys must be dropped off at City Hall in the blue box by the front door within 24 hours of your event. The lessee is subject to a \$250 penalty if the key is not returned.

ALARM CODE – Alarm code and instructions will be assigned to the lessee when their key is issued. The alarm will be disabled and set with this code. The lessee is subject to a \$200 penalty if alarm instructions are not followed properly.

CLEAN UP – All tables, chairs, countertops, and appliances must be wiped down and returned to their original condition and location. All trash must be taken to the dumpster outside. All food, personal items, and decorations must be removed. Floor must be swept or vacuumed. If necessary, spot clean with a damp cloth and dry thoroughly. Do not wet mop. Failure to return facility to its original condition will result in deposit forfeiture.

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SECURITY - Security is required while alcohol is being consumed on the premises. Security can be coordinated through Surfside Police Department or the lessee may coordinate their own security with a reputable agency. Surfside PD requires two officers for 4 hours minimum. It is \$40/ hour per officer and payment in the form of cash is due 30 days prior to your rental. Violation of this rule will result in forfeiture of deposit and you will be forced to leave the premises.

BOOKING – You can check availability and make reservations online at www.surfsidetx.org under the “Stahlman Park” tab. Full payment of deposit and rental fees are required to secure reservation. Lessee must be 21 years of age.

CANCELLATION – Written notice of cancellation must be made 30 days prior to the reservation date for a full refund. Cancellations within 30 days of the reservation date will result in the forfeiture of rental fees, deposit will be refunded.

DEPOSIT REFUND – Deposits are refunded a month after the event in the form of a check. The check will be made to the name that is on the card that is used to pay for the event. If it is a company card you will need to specify how the check needs to be written to avoid stop payment fees.

TOURS – Tours available by appointment, email csr@surfsidetx.org.

REQUIREMENTS – The Lessee agrees that:

- The Village of Surfside Beach is not liable for any neglect, misconduct, personal injury, and/or property damage.
- All Village ordinances, rules, regulations, and beach rules will be followed by all persons entering the facility.
- The Village reserves the right to pre-empt any reservation, provided advance notice is given.
- The parking lot, beach walkover, and outdoor restroom facilities are public access points and cannot be blocked off for any reason.
- The premises will not be used for sleeping or lodging purposes.
- Security will be coordinated if alcohol is to be served and will be paid for by lessee.
- Lessee will be held responsible for themselves and their guests regarding damage to facility and/or property, behavior, and compliance with rules. If cost of damage exceeds deposit amount, lessee’s card will be charged for all damage reimbursement.
- Door charges for any event, without prior permission from the Village of Surfside Beach City Council, are not allowed.
- Violation of rules and terms will result in forfeiture of deposit and possible loss of privileges to remain at the facility and make any future reservations.

RULES –

- No glass containers taken out of the park facility, absolutely no glass on the beach.
- Open fires are not allowed, but grills are permitted on the downstairs level only.
- All furnishing provided inside facility must remain within the building.
- Excessive noise of any kind & disturbing conduct is not permitted.
- Fireworks, sparklers, and firearms are not permitted.
- No pets allowed inside or outside of the facility, with the exception of service dogs.
- No materials may be nailed, pinned, tacked, or fastened to walls or ceilings.
- Rice, confetti, glitter, or sawdust is prohibited anywhere on premises.
- No smoking inside of the building. Smoking is only allowed in designated areas.
- No throwing of any unnatural items to the bride and groom. This includes fake flower petals, or paper or foil confetti. No glitter allowed.

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FOR ASSISTANCE – If you have any questions or feel that the facility is not to your satisfaction, please contact the Village of Surfside Beach at csr@surfsidetx.org or call 979-233-1531 ext. 106. Our office hours are Monday-Friday, 7:30AM-6PM. If you do not report any issues prior to your event, the Village of Surfside Beach will assume the facility was in satisfactory condition.

SECURITY FORM

Event Date(s): _____ **Level:** Upstairs Downstairs

Name of Lessee: _____

Security Needed: YES, I will have alcohol. NO, I will not have alcohol.

I will be using Surfside PD for security at my event - \$80/hour, 4 hours minimum. Payment must be made in the form of cash, or money order at least 30 days prior to your event. Please make money orders payable to Village of Surfside Beach.

Start & End Time: _____ **Number of Guests:** _____

I have arranged for security with another agency – You must hire two officers.

Officer Name: _____

Agency: _____ **Badge Number:** _____

Officer Name: _____

Agency: _____ **Badge Number:** _____

I will not have alcohol on the premises and will therefore not be needing security – I understand that by checking this box, I am agreeing to Stahlman Park rental policies and I understand that if I am found to have violated these policies, I will forfeit my deposit and may be asked to vacate the premises immediately.

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FOR OFFICE USE ONLY

Date Received: _____

Cash

Amount Received: _____

Employee who Received: _____

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