

Senator Frank L. Madla, Jr. Natural Area
Property Usage – Policies and Procedures

Madla Board Adopted 29 June_2014

The Madla Natural Area is pleased to offer its historic properties and/or grounds for events or meetings with stipulations. Prospective users of the property, referred to herein as “applicant” are required to comply with all policies and procedures as well as the specifications delineated in the usage contract.

Usage Request Information Sheet: Applicant will complete an information sheet provided by the Madla Natural Area Board listing details of the event or meeting and have it in the hands of the event Coordinator no later than fourteen (14)calendar days prior to the event. Everything agreed upon must be in writing.

Types of Events: All meetings or events are expected to harmonize with the character and mission of the Madla Natural Area and must be approved by the Board. Because the character of the park is that of a “natural area”, the Madla Board reserves the right to refuse to make its facilities available to a prospective applicant for any use it deems inappropriate, at its sole discretion.

Event Type A – No more than three (3) hours on the property. See attached Usage Fee Information Sheets for details.

Event Type B – No more than six (6) hours on the property. See attached Usage Fee Information Sheets for details.

Alcohol Use: None without approval of the Board and will involve a sixty (60) day notice.

Availability: Throughout the year between the hours of dawn and dusk (includes set-up and take-down).

Catering: Caterers must provide proof of insurance. Arrangements for any deliveries and pickups must be coordinated with the Event Coordinator represented. All caterers are responsible for materials brought onto the property and all preparations, and clean-up of areas of the property contracted for use.

Credit Card: The applicant must provide a credit card number, the name on the credit card, and expiration of the credit card which will only be used if property is damaged or if additional hours need to be added to the original contract.

Decorations: Any decorations supplied by an outside source must be removed from the property by the applicant directly following departure of the last guest or at a predetermined time the following day (subject to approval and to additional fees). Decorations must not endanger the property’s structure or affect its appearance. Decorations must be approved in advance by the Event Coordinator.

Delivery and Storage: The Madla Natural Area does not provide storage. Delivery of any items required for the event shall be scheduled for the day of the event, and pick-up of the items shall be scheduled immediately following the event, unless pre-approved by the Event Coordinator. All event-related items on the property are at the risk of the applicant.

Deposit Refunds: The usage fees are refundable up to seven (7) calendar days prior to the scheduled event.

Event Set-up: The applicant arranges all music, catering, tents, chairs, linens, etc. Arrangements must be coordinated with the Event Coordinator. Event equipment and furnishings are subject to the Event Coordinator’s approval.

Guest Number: For expedited approval, events cannot exceed 50 guests. Higher guest counts are subject to Event Coordinator approval and will be subject to higher fees.

Insurance: Applicant will provide the Event Coordinator with a Certificate of Insurance at least seven (&) calendar days prior to the event indicating general liability coverage for the event in the amount of \$1,000,000.00 Combined Single Limit, and showing the City of Grey Forest is named as an additional insured for the duration of the event. Event liability insurance is available online from companies such as WedSafe and The Event Helper. The applicant further agrees to hold the City of Grey Forest, its agents, and employees harmless from all claims and will indemnify the City of Grey Forest from any and all claims in connection with the use of Grey Forest properties.

Lighting: Garden and interior lighting is minimal. Additional lighting is the responsibility of the applicant and must be approved by the Event Coordinator. It is the applicant's responsibility to check outside outlets for appropriate wattage and to provide additional electricity as needed.

Music: Amplified music is not allowed.

Parking: Cottage parking will be handled by the Event Coordinator and is limited to the handicapped and to shuttle. Parking at the Pavilion is restricted to the circular drive.

Public Address System: Public address systems are not allowed.

Restrictions: No Smoking and No Open Fire.

Security: A minimum of one (1) security officer will be required to be provided by the applicant.

Set-up and Clean-up: The applicant is responsible for all set-up and clean-up. Applicant must understand this and designate someone to handle this if they are not available at the conclusion of the event. All trash must be tightly closed and placed in the trash containers located on the property. If the trash from the event exceeds the two can capacity of the property, the applicant must remove the excess trash from the property. Madla Natural Area recycles and requests the users of the property recycle as well. Recycling bins will be made available for event use and for disposal at the end of the event. All glasses/dishes/utensils must be taken away from the property at the end of the event.

Appointments: Appointments to view the property and to discuss arrangements may be made by contacting the Event Coordinator through the Grey Forest City Hall phone number: 210-695-3261.

Property	Event Type A Fee	Event Type B Fee	Event Capacity
Pavilion	\$250.00	\$500.00	50
Hilltop Area	\$250.00	\$500.00	50

****PLEASE NOTE THAT DURING YOUR EVENT, THE MADLA NATURAL AREA WILL REMAIN OPEN TO THE PUBLIC DAWN TO DUSK****

Senator Frank L. Madla, Jr. Natural Area
c/o Grey Forest City Hall
18502 Scenic Loop Rd
Helotes, TX 78023
210-695-3261

Senator Frank L. Madla, Jr. Natural Area **Usage Request Information Sheet**

*Section One to be completed and mailed to the City of Grey Forest c/o Madla Park, 18502 Scenic Loop Rd, Helotes, TX 78023 immediately to begin approval process. Allow up to seven (7) days for approval. Section Two must be completed no later than fourteen (14) calendar days prior to event date. **This form is not a contract.**

Section One:

Name of Applicant: _____

Property Requesting: (please circle) Pavilion Hilltop

Event Date: _____

Type of Event: _____

Approximate Number Attending: _____

Time of Event: _____

Description of Event: _____

Property	Event Type A Fee	Event Type B Fee	Event Capacity
Pavilion			
Hilltop Area			

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Section Two:

Date shown the property: _____ Consultation: _____

Contract Date (when received contract and deposit): _____

Date payment completed: _____

Contracting Party (phone #, email address): _____

Contact Person (phone #, email address): _____

Time of Deliveries and Pick-ups: _____

Time of Set-up: _____

Caterer (name, contact phone number, email address): _____

Florist (name, contact number, email address): _____

Rental Company (name, contact phone number, email address): _____

Specify what type of furniture will be used. _____

Specify where the furniture will be placed. _____

Security Information: _____

Insurance Information: _____

Credit Card #: _____ Name on Card: _____

Date: _____

Check #: _____