



Parks and Recreation Department

FBC PARKS & FAIRGROUNDS

Equipment Reservation Application

Date of Application: _____

Department/Entity Applying: _____

Point of Contact: _____

POC Phone #: _____

Setup Location: _____

Date Requested: _____

Equipment Requested: _____

Equipment shall remain in Fort Bend County at all times during use. Equipment is available on a first-come, first-served basis and shall be requested a minimum of two-weeks before the event. Requests received with less than two weeks' notice may not be considered due to Parks staff availability. Unless requested during a weekday (Monday-Friday), all equipment will be set-up on the Friday before and taken down the Monday following the event. Parks Department will not set-up and/or take down equipment on Saturdays and Sundays. County employees will set up all frame tents with water barrels to hold tents in place. Stage must be set up on asphalt or concrete surfaces only. The applicant understands they are responsible for any accidents or damages that may occur while the equipment is in my possession. The individual or organization that receives equipment understands that the County is released and discharged from any and all liability for loss, injury or damage to persons or property that may be sustained arising out the use or set up (by the user) of County property.

INDEMINIFICATION: Applicants agree to indemnify and hold harmless Fort Bend County, its officers, agents, and employees from any and all actions claims, costs, damages, and court costs, attorney's fees, court cost arising out of the use of the Fort Bend County equipment and set up by the applicant. Furthermore, such indemnification shall apply with respect to all acts or omissions of applicant, applicant's invitees, licensees, relatives, friends, agents, subcontractors, or volunteers associated with the use of Fort Bend County property.

Approved by CC:



Parks and Recreation Department

Print Name of Responsible Party: _____

Signature of Responsible Party: _____

Address: _____

City: _____ Zip Code: _____

Driver's License: _____

EQUIPMENT FEE SCHEDULE

Description	Deposit	Set Up	Rent
Chairs	N/A	N/A	\$1 (ea)
Tables	N/A	N/A	\$5 (ea)
Tents	\$200	N/A	\$200
SL 100 Stage Trailer	\$1000	\$1000	\$1000

OFFICE USE ONLY

Date Request Received: _____

Staff Receiving Request: _____

Approved By: _____

Equipment Return Date: _____

Approved by CC: