



BUILDING DEPARTMENT

600 MORTON STREET
RICHMOND, TX 77469
P: 281-232-6871
FAX: 281-238-1215

PARK RENTAL APPLICATION

APPLICANT INFORMATION

Name: _____

Address: _____ Phone: _____

Email: _____

PARK INFORMATION

Name of Park: _____

Date of park rental: _____ Time: _____ Will you need power on: _____

State type of event: _____

Estimated number of people expected: _____ Will You Have a Bounce House/Moonwalk? _____

For bounce house/moonwalk use, must provide a copy of valid insurance and current inspection report from the bounce house company.

*Bounce houses with waterslide are not allowed in City Parks.

FEES

Electricity per hour - \$25.00 / No electricity per hour - \$10.00

All rental fees are non-refundable – no more than 30 days to reschedule due to weather.

All fees due to the City of Richmond shall be paid in full before issuance of the permit. We accept MC or Visa over the phone or cash, or check made payable to City of Richmond at our office. All returned checks will be charged a returned check fee as applicable. **No refunds or credits, all transactions are final.**

The applicant must submit a copy of their Driver’s License with this application.

DISCLAIMER & SIGNATURE

I certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law.

Applicant Signature Date

CITY OF RICHMOND USE ONLY

Building Department: _____ Date: _____

Applications can be sent to the Building Department by email permits@richmondtx.gov, faxed to 281-238-1215 or submitted to our office at 600 Morton St Richmond TX 77469.