

Login to this link to create an account and/or make a reservation:

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You will need to be logged in to an account to make a reservation.

- Home
- Registration
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- Calendars
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Reservation Event Information

Welcome to the Reservation Request Site!

Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment.

*Event Type (Required)

*Description (Required) (e.g., Johnson Wedding)

*Number of Guests (Required)

Event Type: Choose your reservation type from the drop-down box.

Description: Name Your Event. Ex: Emily's Birthday Party

Number of Guests: Estimated Maximum Number of Guests

Click to Continue

COH Permitting Office

2999 S. Wayside Drive

Houston, TX 77023

Tel. (832) 395.7000 Rainout Hotline: (832) 395 7004 Main Lines

Community Centers: (832) 395.7295 (832) 395.7294 (832)

395.7293 Adult Sports: (832) 395.7130 Aquatics: (832) 395.7129

Lake Houston: (832) 395.7690 Permits: (832) 394.8804 (Ball

Fields) (832) 394.8805 (Outdoor Areas)

Email: askparks@houstontx.gov

Methods of Payment

Visa, MasterCard, American Express

Have Questions?

[Online Registration FAQs](#)

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Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

Leave at
"ANY"

▼ Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations	-OR-	Areas
<ul style="list-style-type: none"> Any Locations Adams (Catherine) Park Alief Cmty Ctr Alief Park Alief Park: Tennis Courts 		<ul style="list-style-type: none"> Any Area Outside of Houston Region: Southwest Region: Central Region: North-East

Leave at
"ANY"

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

- Any Facility Type
- Concession Building
- Concession Space
- Courtyard
- Gazebo

Pick
location for
your event.

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

- Reeves (Gail) Park: Picnic Pavilion
- Reveille Park: Picnic Pavilion
- River Oaks Park Picnic Deck: 3 tables
- River Oaks Picnic Space 1
- River Oaks Picnic Space 2

Leave at
"UNSPECIFIED"

▼ Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet **One** of the requirements

- Unspecified
- Campsite: Fire Ring with Grill
- Campsite: Lantern Pole
- Campsite: Picnic Table
- Campsite: Primitive Campsite

When you have selected your requirements, click

Continue

Click to Continue

Use the following list to go back to a previous step.

Start Over ▼

Go Back



Reservation: Select Facility / Equipment



The following facilities/equipment match the criteria you specified in the previous step.
Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Number of Guests	Qty of Equipment	Name	Type	Reservation Unit	Location
<input type="checkbox"/>	10	0	Aron Ledet Park: Picnic Pavilion	Facility	Minute	Aron Ledet Park 6323 Antoine Drive Houston, TX, US 77091 (832) 393-8805



Confirm the park location, you are reserving

When you have selected the facilities/equipment to try to reserve, click

Continue



Use the following list to go back to a previous step.

Facilities/Equipment Search ▼

Go Back

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Reservation Event Dates

Aron Ledet Park: Picnic Pavilion cannot be reserved more than 365 day(s) in advance.
Aron Ledet Park: Picnic Pavilion must be reserved at least 5 day(s) in advance.

Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date

-- AND --

Number of Weeks

-- OR --

End Date

Select Date for your event using drop down box. Must be at least 5 days in advance.

Specify when the event starts

Start at

Exact Time am pm

At Exact Time: Enter start time for your event.

Check "am" or "pm"

Specify how long the event lasts

Duration: (hours) (minutes)

Duration: Enter number of hours for event, including setup and clean up time.

To review your event dates, click

Continue

Click to Continue

Use the following list to go back to a previous step.

Review Reservation Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.

* indicates a date which you have changed from the requested pattern of dates and times.

▼ September, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 8:00 am 1 hour	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Confirm on the calendar the date and time for your event.

Click "Continue"

▼ October, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

When you are satisfied with the dates you have chosen, click

Continue

Click to Continue

Use the following list to go back to a previous step.

Event Date ▼

Go Back



My Account

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Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Comment
<input checked="" type="checkbox"/>	Aron Ledet Park: Picnic Pavilion	Facility	Aron Ledet Park 6323 Antoine Drive Houston, TX, US 77091 (832) 393-8805	Review selected time.
Select All Deselect All				

If there is a conflict with the date and time, you are interested in it will be under "Comment."

Click the words provided in that box to view any details or scheduling conflicts.

When you have selected the facilities/equipment to reserve, click

Continue

Use the following list to go back to a previous step.

Customize/Review Event Date(s) ▼

Go Back

Click to Continue

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Reservation Checklist / Questions



For Community Center Rentals

The Event Security Form is required to be submitted to the Community Center 7 days after the initial rental request. Click on form below and print. A 5% transaction fee will be charged for each refund

Please check any of the items you want included with your reservation request.

Must check box

Select Checklist Items			
Waiver	Required	Description	Attachment
<input type="checkbox"/>	Yes	Closed Use Permit Policy	--
<input type="checkbox"/>	No	Liability Insurance Requirements	Insurance for Moonwalks, Petting Zoos, Large Tents, Trucks, etc

Click to read

Click to read

Please answer the following questions.

Questions

*Is this event for a Child's Birthday party? (Required) Yes

Read and answer ALL the questions accordingly. If it does not apply, please enter "N.A." or none of the above.

*What is the age of the child who's having the birthday party (Required) 3

Would you like to receive information on any of the following free aquatics programs for youth and adults? No

*Who will be attending the event? (Required) Only to our invited guests

*Will this event be advertised? (Required) No

*Which websites will this be advertised on? (Required)

If it does not apply, please enter "N.A." or none of the above.

*Will alcohol be provided? If yes, please contact the HPARD Permits Office to see if alcohol is allowed. If you intend to sell alcohol, additional permits and documents are required. Please contact the HPARD Permits Office to acquire necessary paperwork. (Required) No

*Will you require the use of electricity? NOTE: Electricity is NOT GUARANTEED on any rental. Outlets (20 ampere - 16 running amps) are available ONLY at certain locations. You must visit the site to verify whether outlets are available and 'energized.' Call the permits office no less than 7 days prior to your event if it is not operational and we will attempt to resolve the problem. Use items only requiring light amperage. Please discuss your needs with our permitting staff. (Required) No

*Will you be giving away anything? (Required) NO

*This event is being held for what group: (Non-Profit Organizations must fax 501c3 Form to: 832-395-9633 in order to receive non-profit rate) (Required) Family and Friends Only

*Please describe your event in detail to help us ensure a successful event: (Required) Having a birthday party that consist of food and drink (No more than 500 characters)

Please provide information about your event.

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*Will you be selling anything? (Required)

*Indicate any of the following items you plan to have at your event (you may make multiple selections using the CTRL button on your keyboard). Please note that for each item, a \$1 million liability insurance policy may be required. This may be available from the company you are renting the item(s) from. **NO LARGE WATER ACTIVITIES ARE ALLOWED** (e.g. Water Slides/Moonwalks, Dunking Booths, etc). Please call the Permits Office for more information. (Required)

Moonwalk (Customer must provide G...
Petting Zoo
Portable Stage

Select any items you may be having, if none select **"None of the Above"**
Moonwalks, Stages, and Portable Toilets require insurance.

*Will you utilize Propane? Additional permits will be required. Please contact (832) 394-8805. (Required)

Requires an additional permit & deposit of \$250.

*Will you be using any amplified sound equipment? (Please refer to: Houston, Texas, Code of Ordinances, CODE OF ORDINANCES, Chapter 30 NOISE AND SOUND LEVEL REGULATION for permissible sound levels) If yes, additional permits and documents are required. Please contact the HPARD Permits Office to acquire necessary paperwork. You must PROVIDE YOUR OWN GENERATOR. (Required)

If you're having a DJ, large speaker or microphone, you are required to obtain a sound permit.

*Will you have professional photography or filming? (Required)

Professional Photography requires a permit and has fee of \$134.26.

*Will you obtain a portable toilet for your event? Restrooms are not available at all park locations. Please visit the location prior to reserving. Please note all fees for rental, insurance and refundable deposits will be at your own expense. A \$250 refundable deposit will be required. Download the form for placement request. Please fax signed document to: 832-395-9633 (Required)

If you want to rent a portable toilet to place at the park for your event, an application for placement is required along with insurance and a deposit.

*Who will provide the alcoholic beverages? (Required)

Must answer

When you are done, click

Click to Continue

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Reservation Review

This is the final step in requesting your reservation!

Review the information carefully. When you click on the Submit button below, your request will be sent for confirmation. Our staff will contact you to confirm your request and obtain payment.

Aron Ledet Park: Picnic Pavilion at Aron Ledet Park

#	Day	Date	Time
1	Wednesday	Sep 11, 2019	8am to 9am

Confirm Location, Date and Time for your event.

THE PATRON/ORGANIZATION GRANTED THIS PERMIT RESERVATION AGREES TO THE FOLLOWING STIPULATIONS: 1. Alcohol is only permitted at designated parks. 2. No vehicles may be driven on turf areas. 3. Litter generated by this event must be collected and placed in proper receptacles. 4. No person may be discriminated against on the basis of race, color, religion, sex or national origin

Review Policy Information.

If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click

Select "Submit"

Use the following list to go back to a previous step.

Checklist / Questions



Reservation Request Receipt

THANK YOU

For Your Reservation Request! Your request number is **9057632**.
Please print this request and keep a copy for your records.

Your Reservation Request number is Important for reference.

Print

Prepared Sep 6, 2019 11:02 AM
Status Pending approval
Notes --

Please print a copy of your confirmation and keep it for your records. It is the contract for your event.

Jane Doe
1234 Main Street
Houston, TX 77000
Email: JaneDoe@email.com
713-777-9311

Fees vary based on the information provided and will be entered after review of your reservation request.

Transaction Confirmation #

Reservation(s) Requested					
Event	Resource		Center		Notes
test Type: Outdoor Area Rentals Attend/Qty: 10	Aron Ledet Park: Picnic Pavilion		Aron Ledet Park 6323 Antoine Drive Houston, TX, US 77091 (832) 393-8805		--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date			Date	Time
Wednesday	Sep 11, 2019	8:00 AM	1 hour	Sep 11, 2019	9:00 AM
Summary					Notes
Total Number of Dates: 1					--
Total Time: 1 hour					

CUSTOM QUESTIONS	
Question	Answer
Is this event for a Child's Birthday party?	Yes
What is the age of the child who's having the birthday party	3
Would you like to receive information on any of the following free aquatics programs for youth and adults?	No
Who will be attending the event?	Only to our invited guests
Will this event be advertised?	No
Which websites will this be advertised on?	na
Will alcohol be provided? If yes, please contact the HPARD Permits Office to see if alcohol is allowed. If you intend to sell alcohol, additional permits and documents are required. Please contact the HPARD Permits Office to acquire necessary paperwork.	No
Will you require the use of electricity? NOTE: Electricity is NOT GUARANTEED on any rental. Outlets (20 ampere - 16 running amps) are available ONLY at certain locations. You must visit the site to verify whether outlets are available and 'energized.' Call the permits office no less than 7 days prior to your event if it is not operational and we will attempt to resolve the problem. Use items only requiring light amperage. Please discuss your needs with our permitting staff.	No
Will you be giving away anything?	NO
This event is being held for what group: (Non-Profit Organizations must fax 501c3 Form to: 832-395-9633 in order to receive non-profit rate)	Family and Friends Only
Please describe your event in detail to help us ensure a successful event:	Having a birthday party that consist of food and drinks and games.
Will you be selling anything?	No
Indicate any of the following items you plan to have at your event (you may make multiple selections using the CTRL button on your keyboard). Please note that for each item, a \$1 million liability insurance policy may be required. This may be available from the company you are renting the item(s) from. NO LARGE WATER ACTIVITES ARE ALLOWED (e.g. Water Slides/Moonwalks, Dunking Booths, etc). Please call the Permits Office for more information.	None of the Above