



**CITY OF MINEOLA  
NATURE PRESERVE ON THE SABINE RIVER  
“THE DERBY” PAVILION RESERVATION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Time: \_\_\_\_\_

Date Reserved: \_\_\_\_\_ Number in Group \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Special Occasion: \_\_\_\_\_

User Fee: \$ 150.00 Check Number \_\_\_\_\_ (Churches, Schools and Non-Profits in the 75773 zip code fees will be waived)

**Guidelines for Usage of “THE DERBY” Pavilion at the Mineola Nature Preserve on the Sabine River**

1. The Derby Pavilion can be used at any time, unless reserved for a special occasion. When reserved for a special function, approval for its use must be made through the Community/Economic Development Department at 903-569-6983 or City Hall at 903-569-6183.
2. There will be a **\$100.00 deposit (by check)** required to reserve the Nature Preserve “THE DERBY” Pavilion for a special function. Your deposit will be refunded provided the rules and guidelines are followed and the Pavilion is left clean. Please make out 2 separate checks to the Mineola Nature Preserve. Mail to: P. O. Box 179 Mineola, TX 75773. You may pick up your deposit check at City Hall after your event or given your permission we will shred it.
3. **Please, DO NOT LITTER. ANY and ALL trash should be bagged and picked up in and around “The Derby” Pavilion area including the restrooms. You must provide your own cleaning supplies (ie: broom/dust pan & trash bags).**
4. **A gas grill is available for your use, please bring your own propane tank.**
5. At no time should nails or screws be used on any location of the Pavilion. **PLEASE Do Not** hang signs or drapery by using tape, nails, screws, thumbtacks or staples. Any decorative work should be hung with cord or twine. Please **REMOVE all decorations** as soon as your event has ended.
6. The “Derby” Pavilion is not a play area. Children under 12 years of age must be accompanied by an adult.
7. **NO BICYCLES (unless on approved biking trails), ROLLERBLADES OR SKATEBOARDS WILL BE PERMITTED.**
8. **NO LOUD MUSIC** except with approval from the City (903-569-6183) and during the special events.

**It is suggested you keep your copy of this receipt with you, as evidence of prepayment and guarantee of reservation.**

**Release and Waiver.** Participant does hereby release and forever discharge and hold harmless City of Mineola (“City”) from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Participant’s use of “The Derby” Pavilion. Participant understands that this release discharges City from any liability or claim that the participant may have against City with respect to any bodily injury, personal injury, illness, death, or property damage that may result from the use of “The Derby” Pavilion whether caused by the negligence of City. By signing below, I agree to abide by the rules and guidelines for use of “The Derby” Pavilion at the Mineola Nature Preserve on the Sabine River on the date and time stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date