

Special Event Facility Rental



Any use of the Public Parks, Facilities or Right-of-Ways in Kyle for Public Special Events or Commercial Use are regulated by current City Ordinance and Policies. Please contact the Kyle Parks Administration Office at least 90 days in advance of any proposed uses. A "Special Event Packet" has been developed to assist you with your planning efforts and can be downloaded and printed from the attachment at the bottom of this page.

Reservations at Kyle Parks Offices, 700 Lehman Rd (Lake Kyle), Monday - Friday, 8:00am - 5:00pm

Special Event rentals of the following parks and facilities are possible:

Gregg-Clarke Park:

Kyle Pool
Covered Pavilion
Baseball/Softball Field
Football/Soccer Field

Steeplechase Park:

Covered Pavilion
Disc Golf Course
Baseball/Softball Field
Football/Soccer Field

Waterleaf Park:

Baseball/Softball Field
Soccer Field

City Square Park:

Historic Kyle City Hall
Gazebo

Rates - Kyle Residents effective October 1, 2011 through September 30, 2012 (Living within the City Limit Line)*

Sports Fields Without Lights \$12.50/hour. The fields available are the baseball/softball fields and the football/soccer

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fields at Gregg-Clarke Park, Steeplechase Park and Waterleaf Park. Reservation must be at least 14 days in advance.

Sports Field With Lights \$27.50/hour. The fields available are the baseball/softball fields and the football/soccer fields at Gregg-Clarke Park. City Employee will turn the lights on and off as instructed on Use Permit. Reservation must be at least 14 days in advance.

Concession Sales \$12.50/hour. This allows for concession (food and/or drink) sales in the park. Food Handlers Certificate required for any non-prepackaged food and/or drink. Reservation must be at least 14 days in advance.

Covered Pavilion/Gazebo \$22.50/hour. This includes the covered open-air pavilion at Gregg-Clarke and Steeplechase Parks. This does include limited electricity at the pavilion. There are no tables or chairs associated with these pavilions, guests must provide their own, however, picnic tables may be rented for \$10/table for these pavilions. The Public Restrooms attached to these pavilions must remain available to all public. Reservation must be at least 14 days in advance.

Historic Kyle City Hall \$102.50/hour or \$502.50/day. This includes the great hall area and restrooms. The kitchen/serving area is not available to rentals. The seating capacity is 94 and includes tables and chairs for all guests. Use/rental of Historic Kyle City Hall does not include the park or Gazebo, as those are additional rentable areas.

Kyle Pool - Click here for Kyle Pool rental rates and policies

Community Rooms \$32.50/hour. The rentable community rooms are the ones at Kyle City Hall and Fire Station #2. These are small rooms, seating for 20-30 with few tables. Public restrooms are included.

Rates - Non-Kyle Residents effective October 1, 2011 through September 30, 2012 (Not Living within the City Limit Line)*

Sports Fields Without Lights \$22.50/hour. The fields available are the baseball/softball fields and the football/soccer fields at Gregg-Clarke Park, Steeplechase Park and Waterleaf Park. Reservation must be at least 14 days in advance.

Sports Field With Lights \$52.50/hour. The fields available are the baseball/softball fields and the football/soccer fields at Gregg-Clarke Park. City Employee will turn the lights on and off as instructed on Use Permit. Reservation must be at least 14 days in advance.

Concession Sales \$22.50/hour. This allows for concession (food and/or drink) sales in the park. Food Handlers Certificate required for any non-prepackaged food and/or drink. Reservation must be at least 14 days in advance.

Covered Pavilion/Gazebo \$42.50/hour. This includes the covered open-air pavilion at Gregg-Clarke and Steeplechase Parks. This does include limited electricity at the pavilion. There are no tables or chairs associated with these pavilions, guests must provide their own, however, picnic tables may be rented for \$10/table for these pavilions. The Public Restrooms attached to these pavilions must remain available to all public. Reservation must be at least 14 days in advance.

Historic Kyle City Hall \$202.50/hour or \$1,002.50/day. This includes the great hall area and restrooms. The kitchen/serving area is not available to rentals. The seating capacity is 94 and includes tables and chairs for all guests. Use/rental of Historic Kyle City Hall does not include the park or Gazebo, as those are additional rentable areas.

Kyle Pool - Click here for Kyle Pool rental rates and policies

Community Rooms \$62.50/hour. The rentable community rooms are the ones at Kyle City Hall and Fire Station #2. These are small rooms, seating for 20-30 with few tables. Public restrooms are included.

Sections of the Park Not Listed Above

If your private event or party would like to reserve and use other areas of the parks not specifically listed or

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mentioned above, please contact the Kyle Park Administration Office for rates and details.

Deposit Policy

A \$500 deposit must be made at time of reservation. The deposit, either in cash, check or credit card, will be deposited into the City of Kyle's Bank. The deposits are to ensure proper care and clean up of facility. Deposits are refundable within the terms and conditions on the Use Permit. A City of Kyle check will be mailed within 30 days after the event.

Refund Policy

Full refunds will be made if written requests are received 14 - 29 days out from rental date.

50% refunds will be made if written requests are received 7 - 13 days out from rental date.

No refunds will be made if requested within 0 - 6 days from rental date.

Weather-related cancelations will be re-scheduled or refunded.

*City Limit Line

Many people have a Kyle mailing address but do not live within the current city limit lines. To determine if your home is within these City Limit Lines, look at the current Kyle City Limits map found by [clicking here](#).

Use of the rooms in Kyle City Hall are reserved through the Executive Assistant and can be reached by calling (512)262-3920.

Supporting Documents



[Special Event Application & Process](#)

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