Venue Rental Fees & Guidelines
Buffalo Bayou Park
Pavilion Rentals
**Pavilion Rentals**

<table>
<thead>
<tr>
<th></th>
<th>Barbara Fish Daniel Picnic Pavilion</th>
<th>Lost Lake Picnic Pavilion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rental Fee</strong></td>
<td>$150/max. three (3) hours</td>
<td>$100/max. three (3) hours</td>
</tr>
<tr>
<td><strong>Capacity</strong></td>
<td>50</td>
<td>30</td>
</tr>
</tbody>
</table>

**Notes:**
- A rental grants exclusive use of the picnic pavilion for the duration of the reservation. The surrounding park areas will remain open to the public. Reservations can only be made in three (3) hour timeframes.
- Reservations and payments must be completed through the Buffalo Bayou Park online reservation system. Fees must be paid at the time of reservation with credit card.
- Rental fee is non-refundable. A change of date must be requested no later than 72 hours prior to the reservation or else a fee could be incurred.
- Barbara Fish Daniel Picnic Pavilion is located within the Nature Play Area. At least one (1) adult must be present for every eight (8) children in attendance. The Lost Lake Picnic Pavilion is located near The Dunlavy restaurant.
- Please see *Picnic Pavilion Guidelines* for regulations and requirements.

**Wedding Ceremony**

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Usage Fee</strong></td>
<td>$200/max. three (3) hours</td>
</tr>
<tr>
<td><strong>Additional Time</strong></td>
<td>$50/hour</td>
</tr>
</tbody>
</table>

**Notes:**
- A permit application must be submitted for approval prior to a ceremony permit being processed. This review will take up to three (3) business days.
- Upon application approval, the non-refundable deposit must be paid to secure venue and event date.
- Remaining fee balance is due 30 days prior to event. If contract is signed within 30 days of event, full payment of usage fee and deposit will be due at that time.
- Fees and Deposits can be paid via check or credit card.
- Please see *Basic Event Guidelines* for regulations and requirements.
### Photo/Film/Media Usage

<table>
<thead>
<tr>
<th></th>
<th>Photography (Commercial Use)</th>
<th>Film (Student/B-roll)</th>
<th>Film (TV/Web)</th>
<th>Film (Motion Picture)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usage Fee</td>
<td>$500/day</td>
<td>$50/day</td>
<td>Starts at $1,000/day</td>
<td>Starts at $2,500/day</td>
</tr>
<tr>
<td>Non-refundable Deposit</td>
<td>$200</td>
<td>$100</td>
<td>$500</td>
<td>$750</td>
</tr>
</tbody>
</table>

### Notes:
- A permit application must be submitted for approval prior to a permit being processed. This review will take up to three (3) business days.
- Upon application approval, the non-refundable deposit must be paid to secure venue and event date.
- Remaining fee balance is due 30 days prior to event. If contract is signed within 30 days of event, full payment of usage fee and deposit will be due at that time.
- Fees and Deposits can be paid via check or credit card.
- A fee waiver/discount can be requested by submitting a letter on organization's letterhead for consideration with event application.

For questions regarding **The Water Works or Eleanor Tinsley Park rentals, Special Requests, Wedding Ceremonies or Media Permits**, please contact Heather Hinzie, Venue and Visitor Services Supervisor, at 713-753-0314 ext. 302 or hhinzie@buffalobayou.org.

For questions regarding **Picnic Pavilions**, please contact Taylor Townsend, Venue Coordinator II, at 713-753-0314 ext. 303 or ttownsend@buffalobayou.org.
Basic Event Guidelines

Park Regulations
Fees will be incurred if Park Regulations are not followed.
- Events must fall within park hours 6:00am – 11:00pm
- No staking permitted in the grass of Buffalo Bayou Park.
- Protective flooring must be used in areas for food preparation and for use of gators/fork lifts. Flooring should not be in place for more than 72 hours unless approved by BBP.
- Signage and Decorations cannot be attached to park structures or greenery unless approval by BBP.
- No open flame. Use of propane must be approved by BBP.
- Glass containers are prohibited.

Permits
(BBP will provide an Authorization Letter in order to secure from City of Houston)
- Sound Permit: If needing amplified sound. Not permitted after 10:00pm.
- TABC Permit: If serving alcoholic beverages.
- Health Permit: If preparing or serving food on site.
- Propane Permit: If using propane (may be required to have Inspectors on site).

Event Requirements
Fees will be incurred if Event Requirements are not followed.
Please see list of BBP Approved Vendors.
- Tents cannot exceed an 80 foot span. Any tent over 40 feet in any dimension must be approved by BBP.
- Officers are required for security and safety of your event. Required number is based off expected attendance.
- EMT or other certified medical personnel are required for the security and safety of your event. Required number if based off expected attendance.
- Portable Restrooms must be provided for your event. In the event that BBP public restrooms are used, additional service fee will be added.
- A map of the event layout must be submitted and approved at least 14 business days prior to event date. If set up contains an unapproved element, additional service fee will be added.
- A production timeline including set up, event and load out schedules must be submitted at least 48 hours prior to event.
- All event related trash must be removed by the time event rental period expires.
- Insurance coverage is mandatory for all events.
Picnic Pavilion Guidelines

Park Regulations
Fees will be incurred if Park Regulations are not followed.
- Events must fall within the reservation timeframe.
- No staking permitted in the grass of Buffalo Bayou Park.
- Alcohol consumption in the pavilion areas is prohibited.
- Signage and Decorations cannot be attached to park structures or greenery.
- Piñatas, confetti, balloons, glitter, inflatables, petting zoos are not permitted.
- Amplified sound is prohibited.
- Onsite cooking is prohibited. Food is permitted but should only be for consumption by event guests and not given out to the public.
- Glass containers are prohibited.
- Additional tables and chairs are not permitted.

Event Requirements
Fees will be incurred if Event Requirements are not followed.
- Non-refundable rental fee is due at time of reservation. A change date may be requested no later than 72 hours prior to reservation or a $50 fee may apply.
- Reservations grant exclusive use of the picnic pavilion; the surrounding park areas will remain open for park use.
- Parking at The Water Works and at Lost Lake is first come, first serve. Pavilion reservations do not include parking.
- The Barbara Fish Daniel Picnic Pavilion has a maximum guest capacity of 50. The Lost Lake Picnic Pavilion has a maximum guest capacity of 30.
- In reserving a pavilion, the purchaser acknowledges that the space is suitable for the event regardless of defects that may exist, whether some are apparent or otherwise, and that Buffalo Bayou Partnership has no obligations to modify or improve the pavilion. Reservations of the pavilion are “as is”.
- All event related trash must be removed by the time event rental period expires.

For additional questions on picnic pavilion rentals, contact Justin Bogert at 713-753-0314 ext. 303 or ttownsend@buffalobayou.org.