

## Myers Park & Event Center Policies

Myers Park is a Collin County park located on 158 acres northwest of McKinney, Texas. The parkland is a combination of acreage donated to Collin County by John and Winnie Myers for the education and recreational use of residents of Collin County, and additional acreage purchased with 1999 County bond funds.

Facilities at the Event Center include a Show Barn with an indoor arena and practice arena, a 186 stall Horse Barn, The Landing, a 6,000 square foot reception facility, a gazebo, ~~the and Pole Barn (picnic pavilion a covered open air party facility)~~, ~~outdoor Amphitheater with Restrooms, and a 30' x 40' Picnic Pavilion~~. The Farm Museum consists of the Wells Building, a Granary, a Confinement Building, Blacksmith Shop and the Haggard House. In addition to these facilities, Myers Park has ~~18 RV parking spaces and~~ over 100 acres of rolling natural grassland and forest. Approximately 35 acres of Myers' Woods and the Back 40 are available to youth groups for camping.

### **Mission Statement**

To provide educational and recreational opportunities as directed by the Deed of Trust set forth by the Park's founders. Myers Park provides a premier facility for showcasing the agricultural heritage of Collin County, attracting major shows and events that provide opportunities for community, private, and business usage. In addition it is charged with protecting Collin County's historical assets by preserving the heritage of the past and present.

Myers Park is not considered as a revenue generating source for Collin County; however, efficiency and cost management are required for day to day operations. Core Funding for Myers Park is provided annually through the Collin County budget.

### **Park Management**

Facilities, programs, and events at Myers Park are centrally coordinated under the direction of the Myers Park Manager. This includes management, planning, and coordination of all facilities and programs associated with the Events Center, the Farm Museum, Collin County Junior Livestock Association, Boy Scouts of America, and all other public and /or private sponsored events and activities.

### **Reservations**

Reservations must be made for use of all facilities.

Reservations for private events (i.e. birthday parties, weddings, family reunions, retreats, etc.) may not be made more than fifteen (15) months in advance. Reservations will not be accepted for the following holidays: Thanksgiving Day, Christmas Eve past 6pm, or Christmas Day.

Rental reservations of qualifying youth groups and recurring annual events held at the end of each calendar year will automatically transfer to same period the following year.

### **Rental Fees**

Rental fees for each facility are listed on the current Collin County Fee Schedule. Fees are set annually in September by Collin County Commissioners Court and go into effect October 1.

Events booked prior to October 1<sup>st</sup> will fall under the current year fee requirements. No event is booked more than 15 months out.

The County accepts cash, check or credit cards as a form of payment. For the convenience of using a major credit card, a non-refundable convenience fee will be charged to your credit card and is paid directly to Certified Payments processing company.

A partial or full refund of event fee's based on unforeseen circumstances that significantly impact the quality of the event may be approved by the Collin County Administrator, based on the recommendation of the Park Manager.

### **Security**

Lessee is responsible for paying the security officer(s) directly in cash the day of the event from the officer's arrival time through the end of the event rental time. Security officers are licensed peace officers in the State of Texas and must be from Collin County Sheriff's Department. Park staff shall schedule the required security officers based on expected attendance and/or use of alcohol as stated below.

<b><u>Security Officers Required</u></b>		
<b><u>Facility</u></b>	<b><u>Without Alcohol</u></b>	<b><u>With Alcohol</u></b>
<b>Show Barn</b>	1-499 people ~ No Security	1-250 people ~ 1 Officer
Maximum 2500	1 Officer per 500 people	1 Officer per 250 people
<b>The Landing</b>	1-100 people ~ No Security	1-150 people ~ 1 Officer
Maximum 250	101-250 people ~ 1 Officer	151-250 people ~ 2 Officers
<b>The Pole Barn</b>	1-100 ~ No Security	1-75 people ~ 1 Officer
Maximum 150	101-150 people ~ 1 Officer	76-150 people ~ 2 Officers
<b>Amphitheater</b>	1-100 ~ No Security	1-150 people ~ 1 Officer
Maximum 300	101-300 people ~ 1 Officer	151-300 people ~ 2 Officers
<b>Large Out Door Events</b>	300-400 people ~ 1 Officer	300-500 people ~ 2 Officers
300-2500 people	1 Officer per 400 people	1 Officer per 250 people

Use of security may be waived or required by Park Manager depending on the type of event.

No person shall prevent, disturb or unreasonably interfere with any other persons occupying any area of Park.

The County reserves the right to utilize whatever means is necessary to enforce policy, State and Federal laws as well as any restrictions or conditions placed on event.

### **Alcoholic Beverages**

Alcohol is strictly prohibited on all Park premises unless consumed at a contracted event where the lessee has an approved park rental agreement that provides for alcohol and has paid the applicable deposit and rental rate for the consumption of alcohol.

If a lessee contracts to provide alcohol, alcohol consumption is limited to beer (non-bottled), wine and margaritas via machine only and may only be served at no charge in designated areas. Any alcohol sales must be pre-approved by both the park manager and TABC. Lessee must obtain TABC permit if one is required and provide a copy to Myers Park prior to the event. If lessee is found to be in non-compliance of this or any Park policy, security will cause immediate cessation of all events and related activities, resulting in immediate forfeiture of all deposits and rental fees. If a guest or patron of lessee appears to be intoxicated, unruly, or offensive, the County reserves the right to have them removed from property by appropriate law enforcement personnel. The County reserves the right to utilize whatever means necessary to enforce this policy, Federal, State and local laws as well as any restrictions or conditions placed on event.

### **Recreational Activities**

No person shall swim, bathe or wade in any pond, lake, or stream on Park premises. Boats or water craft are not allowed unless permitted by Park Manager. No person shall start or maintain any outdoor fire, except for cooking fires which shall be started and maintained only in a stove, fire pit, barbecue pit or portable camp stove in areas designated by Park Manager. No person starting or maintaining any fire shall leave the fire unattended without first completely extinguishing the fire. Fires are not permitted under any conditions during a Collin County Burn Ban. Private events shall end no later than 1:00 a.m. unless preapproved by Park Manager.

### **Animals and Pets**

1. Horses may be ridden in areas designated by Park Manager
2. Animals are not to be abandoned or unattended.
3. Animals are not to run at large and at all times must be restricted or kept on a leash, rope or bridle (other than during competitions).

### **Youth Group Events**

Definition: High school or younger youth groups affiliated with a school, club, team, church or other organized activity.

**Youth Groups:** youth organization based in Collin County receive rental rates reduced from full rental price

**Non-Paying Youth Groups:** Collin County FFA & Collin County 4H (one free show per group per year, plus free annual County Show)

During Youth Group events Myers Park & Events Center staff will:

1. Set up and tear down the pens, rings, panels, ties and other portable arena fixtures.
2. Provide one staff member to remain on site during actual show to handle any maintenance problems
3. Clean and stock restrooms and empty trash/manure receptacles on an as needed basis during the event

Youth Groups agree to:

1. Be responsible for cleaning the building and grounds and leaving them in the same condition as they were found; to include cleaning concession stand and its contents, placing all trash in receptacles or plastic bags by picking up trash inside the buildings, the restrooms, wash racks, and stalls. All concrete areas must be swept. All hay and shavings must be raked into piles. All trash must be removed from parking lots.
2. Insure trailers are parked in areas designated by Park Manager, and understand that any vehicle illegally parked is subject to be towed at owner's expense.
3. Abide by all Park policies, State, Federal and local laws. Any group found to be in noncompliance may forfeit the right to use the facilities in the future.

## **Current Rental Facilities**

**Rental Fees are listed on the current Collin County Fee Schedule.**

### **Collin County Farm Museum**

The Farm Museum is housed in the John Wells Building, and includes antique farm machinery and artifacts that pertain to rural farm life prior to 1960; a Blacksmith Shop; a restored Granary; and a Confinement Building which was relocated from the Collin County Poor Farm.

The John Wells Building and Blacksmith Shop provide an ideal experience for school children of all ages as well as adults who just want to reminisce about days gone by. However museum items may not be touched, handled or climbed upon, unless the tour guide gives specific instructions. All children are to remain in an orderly manner and are encouraged to ask questions, but it is asked that groups follow the same guidelines and behavior as that which is expected in school classrooms. The Park requires that school tours involving children under the age of 7, have a ratio of one (1) adult per 6 children. School tours involving children ages 7 – 15, requires a ratio of one (1) adult per 10 children. Picnic lunches are encouraged as long as all trash and debris is put in trash receptacles provided.

### **Show Barn and Stall Barn**

The Show Barn is a 60,000 square foot facility with a 90 x180 ft indoor arena, two small animal wash racks, one large animal wash rack, a show office, concession stand and restrooms with dressing facilities. The Show Barn seats up to 1,400 and offers a 70 x 150 ft warm-up arena.

The Stall Barn contains 186, 10 x12 ft metal stalls, two animal wash racks, and a 45 x 90 ft warm-up arena.

The Show Barn and Stall Barn are designated areas for livestock shows, horse shows, rodeos, livestock and horse sales, fund-raisers, or any other event needing this unique and transitional space.

Collin County will provide the set-up as instructed or requested by the lessee. The park has an hourly operator fee for non-typical setups. The ground will be prepared as requested or is typical for the type of event. Personnel to stock and clean the restrooms and empty trash/manure barrels during event will be provided. A limited number of arena dirt preparations may be requested during the event – no more than 3 per day. No heating devices or cooking instruments are permitted without approval of Park Manager.

Power outlets will accommodate 20 AMPS. Use of multiple items, extension cords, power strips or items that will exceed 20 AMPS will cause breakers to trip. Breakers will be reset at the earliest convenience of Myers Park Staff.

Myers Park & Events Center staff will:

1. Set up and tear down the pens, rings, panels, ties and other portable arena fixtures.
2. Provide one staff member to remain on site during actual show to handle any maintenance problems.
3. Clean and stock restrooms and empty trash/manure receptacles on an as needed basis during the event.

Lessee agrees to:

1. Be responsible for clearing out the concession stand, building and grounds to include removal of all personal/event related items. All hay and shavings must be raked into piles.

2. Insure trailers are parked in areas designated by Park Manager, and understand that any vehicle illegally parked is subject to be towed at owner's expense.
3. Abide by all Park policies, State, Federal and local laws. Any group found to be in noncompliance may forfeit the right to use the facilities in the future.

Livestock Shows (excluding the annual County Show) will be limited to the following number of animals per day\*:

396 Lamb & Goats - 99 stalls with 4 animals per stall

216 Cattle – 3 per cattle tie

168 hogs – 84 pens with 2 hogs per pen

\*Any variance must be preapproved by the Park Manager.

#### Stall Rental Policies:

1. Stall rental is by the calendar day
2. Lessee is responsible for assigning and collecting all fees for stalls and vendors.
3. If a Myers Park pad-lock is unlocked or broken on a stall door, the Lessee will be charged the stall fee.
4. There shall be no more than one horse in a stall.
5. When a stall is occupied, it may not be secured with a padlock.
6. Myers Park personnel count stalls in use at 7:00 am each morning, if stall is occupied, the fee is charged for the previous day's rental.
7. Stalls are again counted at noon by Myers Park Personnel to determine current days use.
8. If the stall previously occupied is vacant at the noon count the current day's fee will not apply. Stalls are counted throughout the day to monitor usage.
9. All non stalled animals cleanup is the responsibility of the Show Promoter.
10. When a stall is occupied, lessee is required to have one bag of shavings in place during use.

#### Vendors

A vendor is any person or entity that sells, solicits, provides a service or otherwise transacts business on Park premises during an event. A list of event vendors is to be submitted to the Park Manager – vendor fees can be collected by the lessee or the Park, with the Lessee ultimately responsible for payment of all Vendor fees. Vendor permits will be issued by the Park and must be displayed over the duration of the event. Vendors may only set up in areas designated by Park Manager or designee.

#### Concession Stand

Any group leasing the Show Barn and/or Horse Barn may also lease the Concession Stand.

The Concession Stand is located inside the main Show Barn. It offers a kitchen with ice machine, walk in cooler, griddle, deep fryer, coffeemaker, two microwaves, a range and stove and a popcorn machine. All attempts will be made by the County to ensure all appliances are in working order.

Upon vacating the Concession Stand, all items should be cleaned thoroughly, floor swept and mopped, grease disposed of in appropriate containers, and all food items and preparation items that were brought in by lessee removed. The walls and countertops must be clean. The facility rental deposit can be retained for damage or lack of clean up in the concession stand.

Lessee may sub-lease the Concession Stand, however, lessee is responsible for collecting lease fee and insuring the concession area is cleaned. Lessee must obtain a Collin County Health Permit.

#### RV Parking

Overnight parking is only for those participating in an event at Myers Park and must be pre-approved by Park Manager. Other requirements may be imposed on Lessee for security, control or other issues relating to the event. Fees must be paid in advance. The policies below must be followed at all times or expulsion may result:

1. Overnight parking, including electrical hook ups are first come, first serve. Reservations are not taken.
2. Overnight parking fees apply to anyone staying overnight regardless of hook up availability.
3. There is no overnight parking permitted prior to the event.
4. Check out time is on the final day of the event, 30 minutes after event ends.
5. Parking is not permitted on grass or roadways.
6. ABSOLUTELY NO dumping of GRAY or BLACK WATER. Anyone in violation of this policy will be ticketed.
7. Please dispose of trash in containers located on the grounds.
8. Children must be supervised at all times.
9. Often other events may be happening in the park – interruption of these events by any method including but not limited to noise, behaviors or appearance at private events will result in expulsion from park.
10. Animals may not be tied in parking lot – animals staying overnight must be stalled (other than dogs).
11. Dogs must be leashed at all times,
12. Owner is responsible for pick up and disposal of all animal waste including trailer clean out. Violators will be ticketed.

13. Propane tanks are permitted. Campfires, charcoal and lighter fluid are not permitted.

#### **Pole Barn**

The 46 x 100 ft Pole Barn is an outdoor covered picnic or group party facility located adjacent to an authentic Texas windmill. It is lighted and equipped with water, electricity, picnic tables and restroom facilities. In addition, the Pole Barn has a 22 x 30 ft stage. The Pole Barn is available for rental and is ideal for birthday parties, family reunions and company picnics.

#### **The Landing**

This facility is a 6,000 square foot banquet style facility. It may be utilized for family reunions, wedding receptions, birthday parties, business meetings, seminars, banquets, etc. It is climate controlled, and contains a catering kitchen which includes an ice machine, refrigerators, stove, microwave and caterers' access. Men's and women's dressing rooms are included in the facility rental. Tables, chairs, projector and a portable PA system are also available for rent to compliment your event. The time specified on the use agreement is the only time that the building may be used. Lessee must not attempt to gain access to the building before the reservation unless prior permission is obtained and must vacate the building at the end of the reserved time. All trash must be disposed of properly, the floors swept and mopped and the kitchen, restrooms and dressing rooms left in a clean and orderly condition.

#### **Gazebo**

A beautiful Victorian octagonal gazebo with terraced seating area overlooks a tree-lined lake and fountain offering a beautiful setting for a marriage proposal, wedding or renewing vows.

#### **Amphitheater**

The amphitheater at Myers Park & Event Center is nestled in a natural backdrop of tall trees and a small creek, the perfect venue for outdoor concerts, plays, dances or weddings under Texas skies. This ADA-accessible venue features terraced stone seating, a 50-foot-diameter about 2,000 square foot circular stage with a partial canopy supported by Austin stone columns, ample lighting and electrical outlets for spot lights and a sound system. Paved parking and indoor restroom facilities are available. Tables, chairs and a portable PA system are also available for rent to compliment your event. The time specified on the use agreement is the only time that the amphitheater may be used. Lessee must not attempt to gain access to the amphitheater before the reservation unless prior permission is obtained and must vacate the amphitheater at the end of the reserved time.

#### **Pavilion**

The pavilion at Myers Park & Event Center is 30' x 40' concrete covered pavilion with picnic tables. Nestled in a beautiful country setting, it is the perfect place for small gatherings. Paved parking and indoor restroom facilities are available.

#### **Property**

Lessee will not permit any damage to be done to any buildings, structures or grounds of the park and will forfeit their deposit if any damage is done by the lessee, its patrons or employees.

Lessee will remove any property belonging to lessee or patrons before leaving the premises. The park is not responsible for lessee's property.

At the conclusion of the event, all buildings, structures and grounds must be left in a clean and orderly condition. All trash must be disposed of properly and restrooms left in a clean and orderly condition.

#### **Decorations**

Decorations are encouraged at all venues to make your event memorable but please follow these guidelines:

1. No tape or glue of any kind is to be used on the building surfaces. Do not attach anything to any building surface without approval from the park manager.
2. No nails, tacks, hooks or staples. Zip ties, floral tape (non-adhesive) are acceptable.
3. Decorations may not be hung from light fixtures, ceiling fans or ceiling structure.
4. Balloons may not be used inside The Landing.
5. Candles and candle receptacles must be pre-approved by Park Manager.
6. If an alcohol approved event, consumption is limited to rented area only and beer must be in cans or served from a keg; no beer bottles allowed.
7. Rice may not be thrown – substitutes: bird seed or real flower petals (not silk) other options must be approved by park manager.
8. Party confetti, metal confetti or any other small confetti type decorations are not allowed.
9. No fireworks are permitted; including sparklers.