



This application form is for **Private Events** of less than 150 people desiring to reserve a pavilion at a park site. A private event/group can be defined as a closed group of family or friends in which the event is not open to the public. Examples may include a birthday party, a family reunion or a small corporate party. For these events, the applicant should contact a Customer Service Representative at 972-292-6643.

Public Events are required to seek approval from the City of Frisco's Special Event Review Committee. Public events may include activities in which more than 150 people will attend, events that have an open invitation list, or events which may require coordination from multiple city departments. Examples may include a 5K run, a corporate function with more than 150 people, or a church gathering.

APPLICANT INFORMATION			
Applicant Name:		Organization:	
Address:			
City:		State:	Zip Code:
Phone #:		Mobile Phone #:	
Email:			

ACTIVITY INFORMATION			
Date of Activity: / /		Estimated Number of People:	
Reservation Time Block:	<input type="checkbox"/> 8:00AM – 1:00PM	<input type="checkbox"/> 2:00PM – 7:00PM	<input type="checkbox"/> 8:00AM – 7:00PM
Type of Activity (explain purpose of activity):			
Event Type: <input type="checkbox"/> Private Event <input type="checkbox"/> Public Event			
Reservation Location (check all that apply):			
<input type="checkbox"/> Frisco Commons Pavilion #1E	<input type="checkbox"/> Frisco Commons Pavilion #1W		
<input type="checkbox"/> Frisco Commons Park Pavilion #1E & #1W (combined)	<input type="checkbox"/> Frisco Commons Pavilion #2		
<input type="checkbox"/> Warren Sports Complex Pavilion	<input type="checkbox"/> Shawnee Trail Sports Complex Pavilion (no tables)		

I have read and understand the above rules and regulations and sign this form voluntarily.

Printed Name

Signature

Date

FOR OFFICE USE ONLY

Date Application Received:	Received By:
Date Rental Fee Received:	Required Rental Amount:
CLASS Rental #:	

Rental Policy and Procedures

Reservation Procedures:

- Reservations are accepted from seven days to six months in advance of desired rental date.
- Reservations and payments are only accepted in person at the Frisco Athletic Center.
- Reservations will not be held and will only be confirmed once complete payment is received.
- The person making the reservation (Permit Holder) must be at least 18 years of age and must be on-site and provide supervision at all times.
- The rental agreement/receipt acts as the Permit authorizing use of the facility.
- Reservations for Neighborhood Park Pavilions are not accepted, thus are available on first-come basis.
- Cancellations must be made at least 14 days in advance to receive a full refund.
- Inclement Weather Policy – Weather is unpredictable; therefore reservations are made at **your own risk**. If there is inclement weather **on the day of your event**, you have three days from the date of your reservation to notify the office in order to receive a full refund. No cancellations will be accepted prior to your event based on a predicted weather forecast. The City of Frisco reserves the right to make the final decision on questionable weather.

General Park Rules:

- The Permit Holder assumes full responsibility for any damage to the facility and adjacent grounds.
- The consumption or possession of alcoholic beverages is prohibited.
- No exchange of money is allowed on City property without prior written approval by the Director of Parks and Recreation or his/her designee.
- Permit Holder must seek a Temporary Health Permit for public events in which food is provided. For questions, please call 972-292-5304.
- All motorized vehicles must be left in designated parking areas and are not allowed to be driven or parked on any grass areas or sidewalks at any time including event set-up or strike.
- The City of Frisco does not guarantee the park electrical outlets are functioning at any given moment; therefore it is the responsibility of the Permit Holder to have a backup plan for all electrical equipment.
- Amplified sound is prohibited. Please keep music at an acceptable (low) volume so this it will not infringe upon other park users or adjacent neighbors.
- The Permit Holder shall be responsible for the cleanup of the reserved premises and adjacent areas. All trash shall be disposed of in the proper receptacles.
- Use of confetti eggs, water balloons, dunking booths and water slides are prohibited.
- Decorations or temporary fixtures may not be affixed to pavilions, picnic tables or grills with tape, nails, tacks, staples or any application that will cause irreversible damage.
- Fires shall be permitted only in enclosed fireplaces or grills in designated areas. After use, coals shall be thoroughly extinguished with water, cooled, and disposed of in a trash receptacle. Privately-owned charcoal grills are not permitted on grass areas or on picnic tables located in the park. Gas grills are allowed on grassy areas only.
- In order for a Bounce House to be on city property, a \$1M Insurance Policy from the vendor, listing the City of Frisco as Additional Insured, is required. It is the responsibility of the renter to ensure the vendor supplies the required insurance. It is the responsibility of the Permit Holder to make sure that the Bounce House Company provides a generator as a source for electricity. Please reference Amusement Ride Safety Inspection and Insurance Act, Occupations Code Chapter 2151. All required state inspections must be up to date and can be verified at: <http://www.tdi.state.tx.us/commercial/documents/lcamcurrentsticker.pdf>
- The City of Frisco is not responsible for any lost or stolen items.
- All other City of Frisco Ordinances shall be enforced.
- Loss of future reservation privileges may apply for failure to comply with the above guidelines.

PARK PAVILION RESERVATION FEES:

1. Half Day Reservation Block (8:00 a.m. – 1:00 p.m. or 2:00 p.m. – 7:00 p.m.)

<u>Park Property</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Frisco Commons Pavilion #1E	\$ 45	\$ 90
Frisco Commons Pavilion #1W	\$ 45	\$ 90
Frisco Commons Pavilion #1E & 1W	\$100	\$200
Frisco Commons Pavilion #2	\$ 35	\$ 70
Warren Sports Complex Pavilion	\$ 35	\$ 70
Shawnee Trail Sports Complex Pavilion	\$ 35	\$ 70

2. Full Day Reservation Block (8:00 a.m. – 7:00 p.m.)

<u>Park Property</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Frisco Commons Pavilion #1E	\$ 90	\$180
Frisco Commons Pavilion #1W	\$ 90	\$180
Frisco Commons Pavilion #1E & 1W	\$200	\$400
Frisco Commons Pavilion #2	\$ 70	\$140
Warren Sports Complex Pavilion	\$ 70	\$140
Shawnee Trail Sports Complex Pavilion	\$ 70	\$140