



Frontier Park

PAVILION PERMIT REQUEST FORM

Please complete the following information, sign and return this form via email to julie_shivers@prospertx.gov or fax to 972-347-9006 or mail to P.O. Box 307, 409 E. First Street, Prosper, TX 75078. You will be contacted after your requested dates have been checked and confirmed. Permits are emailed after payment is received.

⇒ Are you a Prosper resident? YES NO

⇒ Is the event open to the public? YES NO

NUMBER OF ATTENDEES _____ PURPOSE OF EVENT _____

ORGANIZATION _____

NAME (Responsible Party/Permit Holder) _____

ADDRESS _____

PHONE: _____ EMAIL: _____

REQUESTED RENTAL DATES

(Please provide first and second choices.)

FIRST CHOICE:

SECOND CHOICE:

Date _____

Date _____

Day of week _____

Day of week _____

Start time _____

Start time _____

End time _____

End time _____

FEES and PAYMENT INFORMATION

PROSPER RESIDENT RATE: \$35 rental fee for 4 hours.

NON-RESIDENT RATE: \$75 rental fee for 4 hours.

A deposit of \$100 is required for all rentals. Deposit refunds are issued within 3-4 weeks.

Credit cards (Visa, Mastercard, Discover), cash and checks are accepted. If paying by check, please include two (2) separate checks: one for deposit, and another for the rental fee, each payable to the TOWN OF PROSPER.

If at any time you need assistance or encounter suspicious, inappropriate or illegal activity at a TOWN OF PROSPER park, please contact the Prosper Police Department.

EMERGENCY - 911 ★ NON-EMERGENCY - 972-347-2226

Please see back

TOWN OF PROSPER RENTAL POLICY AND PROCEDURE

RESERVATION PROCEDURES

- Frontier Park pavilion rentals are booked in 4-hour increments and include the entire pavilion (6 tables and 2 grills).
- Reservations are accepted from seven days to six months in advance of desired rental date.
- Reservations are confirmed once payment is received.
- The confirmed rental agreement/receipt acts as the Permit authorizing use of the facility.
- 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.
- INCLEMENT WEATHER POLICY – Weather is unpredictable; therefore reservations are made at your own risk. Cancellations are not accepted prior to your event based on a predicted weather forecast. The TOWN OF PROSPER reserves the right to make the final decision on questionable weather.
- **CANCELLATIONS MUST BE MADE AT LEAST 14 DAYS IN ADVANCE TO RECEIVE A FULL REFUND.**

BOUNCE HOUSE RULES

WILL YOU HAVE A BOUNCE HOUSE? YES NO

- A Certificate of Insurance must be provided if you plan to use a bounce house, The TOWN OF PROSPER must be listed as an additional insured on the bounce house vendor's company's insurance provided to us.
- **STAKES ARE PROHIBITED. Sand bags must be used as anchor.**
- 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 Town property without prior written approval by the Parks and Recreation Manager or his/her designee.
- 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.
- The TOWN OF PROSPER 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 it does 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.
- 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.
- Personal grills are not allowed.
- The TOWN OF PROSPER is not responsible for any lost or stolen items.
- All other TOWN OF PROSPER Ordinances shall be enforced.
- Loss of future reservation privileges may apply for failure to comply with the above guidelines.
- **USE OF CONFETTI EGGS, PIÑATAS, WATER BALLOONS, DUNKING BOOTHS AND WATER SLIDES ARE PROHIBITED.**

PRINT YOUR NAME: _____

SIGNATURE: _____

DATE: _____