

FRONTIER PARK PAVILION PERMIT REQUEST



Please complete, sign and return this form to julie_shivers@prospertx.gov or fax (972-347-9006) or mail (P.O. Box 307, 409 E. First St. Prosper, TX 75078). Your request will be confirmed and you will be contacted for payment,. Permits are emailed after the form and payment process is complete.

* ARE YOU A PROSPER RESIDENT? YES NO * IS EVENT OPEN TO THE PUBLIC? YES NO

Number of Attendees _____ Purpose of Event _____

Organization _____

Name of Responsible Party (Permit Holder) _____

Address _____

Phone _____ Email _____

REQUESTED RENTAL DATES

FIRST CHOICE:

Date _____

Day of week _____

Start time _____

End time _____

SECOND CHOICE:

Date _____

Day of week _____

Start time _____

End time _____

FEES and PAYMENT

A \$100 DEPOSIT IS REQUIRED FOR ALL RENTALS. DEPOSIT REFUNDS ARE ISSUED IN 3-4 WEEKS.

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

<u># OF PEOPLE</u>	<u>RESIDENT (4 hours)</u>	<u>NON-RESIDENT (4 hours)</u>	<u>REFUNDABLE DEPOSIT</u>
50 people or less	\$35	\$500	\$100
51-100 people	\$50	\$500	\$100
101+ people	\$75	\$500	\$100

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

Office use only:	Cash _____	Credit Card _____
	Check # _____	Deposit Check # _____

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.

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 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.

CONFETTI EGGS, PIÑATAS, WATER BALLOONS, DUNKING BOOTHS AND WATER SLIDES ARE PROHIBITED.

BOUNCE HOUSE RULES

WILL YOU BRING A BOUNCE HOUSE? YES NO

STAKES ARE PROHIBITED. SAND BAGS MUST BE USED AS ANCHORS.

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 insurance that is provided to us.

PRINT YOUR NAME _____

STAFF APPROVAL _____

SIGNATURE _____

DATE _____

DATE _____