

Park Pavilion Reservation Request

Once completed please return to:

Addison Athletic Club
3900 Beltway Drive

All reservations must be made in person at the Addison Athletic Club
Between 8am-5pm Monday through Friday.

For more information, please contact Mari Garcia
mgarcia@addisontx.gov
(972) 450-7294





APPLICANT ENTERING THIS RESERVATION CONTRACT AGREES TO READ AND ABIDE BY THE FOLLOWING:

NOTE: FAILURE TO COMPLY WITH ANY OF THE RULES AND REGULATIONS LISTED BELOW WILL RESULT IN FORFEITURE OF ONE YEAR OF FUTURE RESERVATIONS.

1. Applicant has determined suitability of facility/park area before making reservation.
2. Applicant understands alcoholic beverages/products, tobacco products and gambling on the grounds is **PROHIBITED**.
3. Applicant agrees to pay cost of damage to property, equipment or facility. (The Director of Parks & Recreation reserves the right to require Applicant, when he or she deems is necessary, to provide police protection and/or other protection for the property.)
4. The grounds will not be used by any group or individual for profit making purposes.
5. Applicant understands and will abide by the following conditions:
 - a. Small radio's and/or cd players are permitted as long as the volume is kept in compliance with the City's Noise Ordinance. Amplified music is prohibited, including but not limited to live bands, disk jockey, mariachi's, stereo systems, etc.
 - b. Applicant shall enter designated area(s) reserved only during designated reservation time frame. Early entry is not permitted.
 - c. Applicant shall ensure area(s) reserved are vacated at the end of the designated reservation time period. Applicant shall ensure that he or she allows ample time to clean the reserved area(s) so that the area(s) are vacated by the end of the reserved time frame.
 - d. At no time shall the reserving party sublease or assign its reservation to another group or organization.
 - e. Applicant shall not use the area(s) for any purpose other than what is stated in the reservation contract.
 - f. Decorations or other materials may not be nailed, tacked, screwed or pinned to any part of park structures, nor may any items be physically attached in any other way without permission from the Director of Parks and Recreation.
 - g. At the conclusion of the reservation, the Applicant is responsible for removing all decorations, including tape, equipment, and other items which were brought into the park area(s).
 - h. Neither rice, birdseed nor colored dyes may be thrown on park property.
6. Applicant shall pay all fees and charges upon approval of the contract.
7. Fees will not be waived for any reason.
8. Reservations must be made, changed or cancelled in writing, by 5:00 p.m. the Tuesday prior to your event date request.
9. Inclement Weather - No refunds will be given for weather conditions such as too hot, cold, windy, etc. If Applicant wishes to request a refund due to rain, Applicant must contact the office on the first business day following the rental to be considered.

Note: THE PARKS AND RECREATION DIRECTOR RESERVES THE RIGHT TO CANCEL ANY RESERVATION.

DESTINATION PARKS

Addison Circle
Vitruvian Park

**Who Qualifies for a
Park Permit?**
Anyone

Times
8:00 a.m. – 8:00 p.m.
3 hours **minimum**

Fees
\$150.00 Refundable Deposit
\$75.00 for first three hours/
\$25.00 per additional hour

Maximum of 100 people

URBAN PARKS

Arapaho Park
Beckert Park
Bosque Park
Les Lacs Park
Parkview Park
Spruill Park
Quorum Park

**Who Qualifies for a
Park Permit?**
Addison Residents
Addison Business

Times
8:00 a.m. – 8:00 p.m.
3 hours maximum

Fees
\$150.00 Refundable Deposit

BUSINESS Only:
\$75.00 for three hours

Maximum of 100 people

Proof of Addison Resident or
Business will be required

NEIGHBORHOOD PARKS

Addison Town Park
Celestial Park
Dome Park
North Addison Park
~~Wimwood Park~~

**Who Qualifies for a
Park Permit?**
Addison residents in the park
vicinity

HOA's

Times
8:00 a.m. – 8:00 p.m.
3 hours maximum

Fees
\$150.00 Refundable Deposit

Gathering size maximum of
20 people; including children

PARK RESERVATION REQUEST

Park Venue/Destination: _____

Date Requested: _____

Time: From _____ a.m. or p.m. To _____ a.m. or p.m.

Occasion: ___ Children's Party ___ Party ___ Company Picnic ___ Meeting ___ Reception

Total number of guests: _____

Will music be used? (Music systems must comply with the Town's Noise Ordinances) Please describe:

Do you plan on using decorations? Please describe

Request for accommodations that **require special approval** from the Town (See rules and regulations):

- Portable restroom Approved by: _____
- Bounce House Approved by: _____
- Other: Explain _____ Approved by: _____

Facility Reserved by:

Addison Resident

Addison Business Representative

Name

Business Name

Address

Business Address

Home/Work Phone # Fax #

Business Phone # Fax #

How to Be Reached the Day of the Event: _____

I have read The *Town of Addison Pavilion Rules and Regulations* and agree to abide by all of the conditions. I understand that non-adherence may result in forfeiture of all portions of the deposit. I, the undersigned, will be held responsible for damages and adherence to regulations. I understand that the damage deposit must be included with this form in order to confirm the date and time desired. I certify that I am a resident of and currently living in Addison, or that I am an authorized representative of an Addison business.

Signature of Addison Resident, who is responsible party

Print Name Date

Signature of Addison Business Representative

Print Name Date



For on site
reservation difficulties
call
Addison Athletic Club
972-450-7048 or
APD Non Emergency
972-450-7156

Special Requests: _____

A Certificate of Insurance is required for extra tables, chairs or bounce houses: Yes No
The Certificate MUST be received in our office one week prior to the reservation date.

I understand and agree to comply with the following rules/regulations. PLEASE initial each line:

- ___ If I reserve a bounce house, push in stakes are only approved due to irrigation in the park and the bounce house must be inflated with a gas powered generator.
- ___ All trash and debris must be placed in a separate garbage bag and removed from the premises at the end of my event.
- ___ No alcohol is permitted on park property.
- ___ Music is allowed with a small portable speaker. No DJ, Band, or Mariachis.
- ___ No motorized vehicles are permitted on park property.
- ___ Pony rides and or petting farms are not permitted on park property.
- ___ No business will be conducted on park property including but not limited to the collection of funds or donations.
- ___ I will disclose all details of reservation including personal rental of additional equipment, bounce house, tables, chairs, etc.
- ___ Reservations must be made, changed or cancelled no later than 5:00 p.m. on the Tuesday before The reservation date in order to receive a full refund. See line 11 on Rules and Regulations for full cancellation notice.
- ___ **Parks and Recreation CANNOT guarantee electrical outlets will be operational at the time of your reservation.**

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and are made by me in good faith. I further agree to abide by the rules and regulations as stated herein and as attached Exhibit "A". I understand that any miss-statement or omission of material facts in this application may be cause for rejection of this application.

Signature: _____ Date: _____

Printed Name: _____