

## **PARK RESERVATION POLICY**

1. Reservations for private events i.e., picnics, reunions, or birthday parties must be made a minimum of two weeks prior to the event and all fees paid at that time. When a reservation request is made under the two week minimum up to one week before the date of Event Holder's event (including setup and load in), a late fee will be applied. Reservation less than one week's advanced notice are not permitted.
2. Reservations for public events (i.e. festivals, concerts, shows) must be made a minimum of 45 days prior to the event with all fees paid accordingly. If not, a late fee will be assessed.
3. All advertising material for a public event at a park must be submitted to the Parks and Community Services SWR Assistant Director for approval a minimum of 28 days prior to the event. USE OF UNAUTHORIZED ADVERTISING MATERIAL MAY RESULT IN RENTAL CANCELLATION.
4. Reservations for events that require City Council action because of duration of 30 or more days or anticipated revenue in excess of \$15,000 must be made a minimum of 90 days prior to the event and reservation fee and deposit paid 30 days prior to the event. If applicable, concession and/or admission fees must be paid to the Parks and Community Services Department (PACSD) two weeks after final day of the event.
5. Upon confirmation of the reservation and the payment, a permit shall be issued to verify the reservation. This permit must be carried to the site to confirm the day, date, and time of the reservation should the site be occupied. The reservation does not give exclusive use of the park, parking lot, or other recreational facilities or equipment.
6. Event Holder agrees to assume all responsibility for damages done to the premises as a result of their use. An authorized PACSD representative shall determine and notify the event holder of any damages and/or charges.
7. Event Holder shall comply with all laws - federal, state and local - including all ordinances of the City of Fort Worth, and rules, regulations, and requirements of the PACSD, Health, Police, Fire and Emergency Management Departments.
8. Event Holder agrees to leave the premises in as good or better condition than which existed prior to their usage. All TRASH must be disposed of properly.
9. Event Holder shall not be permitted to nail, tack, screw, or otherwise physically attach materials to any part of the park site.
10. All motor vehicles must be kept on streets, on parking lots and driveways at all times. No motor vehicles are allowed in a park without advance approval of the PACSD.
11. The person listed as the contact person shall be the sole contact person for purposes of this application.
12. In areas that have fountains (i.e. Water Gardens), we make no guarantees that water in the fountains will be turned on regardless of date.

13. All City Owned parks require a paid reservation in advance to conduct Event Holder's event. At no time shall the Park be used on a first come first use basis. The only exception is events that take place on a holiday or Easter Sunday which, when applicable, can be done on a first come first use basis. In these cases, generators will not be allowed nor will the usual amenities with a paid reservation such as electricity and restrooms be available for use.

14. All Runs, Walks, Marches, and the like, shall submit a map of the planned course before the reservation is made. 5K events or more may require the usage of entire larger Parks such as Trinity Park depending upon the submitted route and all applicable fees shall apply. If a change in the route occurs, the revised route must be submitted to our office at least two weeks in advance.

15. Reservations are made primarily in person during Park Reservation Operating Hours of 8:30am-4:30pm Monday-Friday. However, additional options can be exercised such as over the phone as well. **Reservations are confirmed only when payment is made and Rental Permit/Contract is signed.** Due to the high volume of reservation requests, all phone inquiries resulting in voicemails will be returned within 48 business hours.

**CANCELLATION REFUNDS ARE AS FOLLOWS:**

10 business days or more prior to event.....Refund 75% of site reservation fee  
Less than 10 business days prior to event.....Refund 50% of site reservation fee  
Canceled due to inclement weather...Reschedule or Refund 75% of site reservation fee

Refunds will take approximately 4-6 weeks to process.

FOR REFUND REQUESTS, please send a letter detailing Event Holder's reason for the request to:

Parks Reservations  
City of Fort Worth Parks and Community Services Department  
4200 South Freeway, Suite #2200  
Fort Worth, Texas 76115-1499

Rescheduling of events is limited to two reschedules and events must take place within six months after the original date at the maximum. There is no additional fee to reschedule the event. All cancellation or reschedule requests must be submitted in writing.

Inquiries regarding the accessibility for those with disabilities should be directed to (817) 392-PARK. Groups or individual's occupancy or use of said Area shall not discriminate against any person or persons because of race, age, gender, religion, color, national origin, sexual orientation, or disability.