



**CITY OF FORT WORTH
PARKS AND COMMUNITY SERVICES DEPARTMENT
PARK RESERVATION APPLICATION**

Park Site Requested: _____ Event Date: _____

Time of Reservation: From: _____ a.m. / p.m. Until: _____ a.m. / p.m.
Minimum of 4 hours required.

Time of Event: From: _____ a.m. / p.m. Until: _____ a.m. / p.m.

Type of event planned: _____ Anticipated Attendance: _____

Organizations complete sections 1. Individuals only complete section 2.

Section 1:

Organization: _____
 Non-Profit **(Must Supply a copy of their 501C3)** For-Profit

Main Contact: _____ DOB: _____ Position: _____

Address: _____ City: _____ State: ____ Zip: _____ County: _____

Business Phone #: _____ Fax #: _____ Email: _____

Category: Business or Commercial Group Community Group Sports Group Youth Group

Section 2:

Contact Person Requesting Reservation: _____ DOB: _____

Address: _____ City: _____ State: ____ Zip: _____ County: _____

Home Phone #: _____ Work Phone #: _____ Cell Phone #: _____

Fax #: _____ Email: _____

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|---|------------------------------|--------------------------------|-------------------------------|
| 1. Is this event open to the public? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| 2. Will you be advertising this event? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| 3. Will there be amplified music? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| 4. Do you plan to collect <u>any</u> money on City property? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| 5. If site has electricity, do you plan on using it? <i>(additional cost)</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| 6. Will festival equipment be used? <i>(Festival equipment – moonwalks, bounce houses, dunking booths, stages, etc.)</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| 7. Do you plan to sell or give concessions to the general public? <i>(Soft drinks, merchandise, food, etc.)</i> | <input type="checkbox"/> NO | <input type="checkbox"/> GIVE | <input type="checkbox"/> SELL |
| 8. If site has a restroom, do you plan on using it? <i>(additional cost)</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| 9. Do you plan to sell or serve beer/alcohol? | <input type="checkbox"/> NO | <input type="checkbox"/> SERVE | <input type="checkbox"/> SELL |
| 10. If site has water, do you plan on using it? <i>(additional cost)</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |

I have read and understand the rules and regulations on the reverse side governing facility use, and agree to abide by all rules and assume financial responsibility for any damages to the facility and/or equipment.

Signature

Date

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. If not, the request may be denied or late fee charged.
- 2. Reservations for public events 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.

CANCELLATION REFUNDS ARE AS FOLLOWS:

- 10 business days or more prior to eventRefund 75% of site reservation fee
 - Less than 10 business days.Refund 50% of site reservation fee
 - Canceled due to inclement weatherReschedule or Refund 75% of site reservation fee
- Refunds will take approximately 30 days to process.

FOR REQUEST OF REFUNDS, please send a letter detailing your 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

Or call Park Reservations at 817/392-5718 for a verbal request.

For complete information on the policies applicable to park and facility rentals, consult the Parks and Community Services Department's Park Reservation Policy. This document is available from the Parks and Community Services Department upon request.

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.