City of Coppell Parks & Recreation
Facility Rental Application

Today's Date:_____   Event Date_____

Name/Organization_____**Date of Birth**_____

Address_____City/State_____Zip_____

Phone#Cell_____Other_____Emergency_____

Email Address_____

Requested Facility_____

Type of Function_____

Time of Function is from _____ to _____ (include setup & breakdown)

Expected Attendance_____

Rental with alcohol only:

Check if the following are attached: _____Certificate of Insurance   _____ Security Arrangements Made

_____TABC License

The consumption of alcohol is permitted for after hour events at certain City facilities: the Community Center and The Falls at Wagon Wheel. Special policies apply. Please see the Facility Reservation Policy for detailed information. Two-Hour minimum rental times are required for all after hour rentals. A $100 damage or $500 alcohol damage deposit is required at time of booking.

Deposit Information: **A $100 damage or $500 alcohol damage deposit is required at time of booking. Should a booking be cancelled for any reason, the following refund/credit policy will apply:**

For Rentals made with at least a three month notice before the event date:
- Between today's date (booking date) _____ and thirty days from today's date

  _____,100% of your deposit will be refunded/credited back to you.

- After 30 days of booking _____ and up to thirty days before the event date

  _____, 50% of your deposit will be refunded/credited back to you.

- Within 30 days of the event date: _____ to _____, no refund/credit of deposit will be given.

For Rentals booked less than three months before the event date:
- Between today's date (booking date) _____ and three days from today's date

  _____, 100% of your deposit will be refunded/credited back to you.

- After three days of booking _____ and up to fourteen days before the event date

  _____, 50% of your deposit will be refunded/credited back to you.

- Within three days of the event date: _____ to _____, no refund/credit of deposit will be given.