

City of Coppell Parks & Recreation Facility Rental Application

Today's Date: _____

Name/Organization _____ Date of Birth _____

Address _____ City/State _____ Zip _____

Phone#Cell _____ Other _____ Emergency _____

Event Date _____

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.