



Rental Request Form

234 E. Parkway Boulevard, Coppell TX. 75019
972-304-7077 / CORE@Coppelltx.gov

Applicant's Information			
Name: _____		M / F	Birthdate: _____
Address: _____			
Cell Phone: _____	Text Alerts: <u>Y or N</u>		Phone Carrier: _____
Alternate Phone: _____		Email Address: _____	
Emergency Contact Information			
Name: _____		Relation: _____	
Primary Phone: _____		Secondary Phone: _____	
Rental Options and Rates			
	Resident	Non-Resident	
<input type="checkbox"/> Multipurpose Room Rental	\$35 per hour	\$40 per hour	<input type="checkbox"/> Multipurpose Room A <input type="checkbox"/> Multipurpose Room B
<input type="checkbox"/> Gymnasium Rentals	\$40 per hour	\$45 per hour	Exclusive use of the West Side of the Gymnasium.
Party Packages			
<input type="checkbox"/> Splash & Bash Birthday	\$140	\$170	Enjoy 2 hours in one of our multi-purpose room and use of the indoor pool for 25 guests.
<input type="checkbox"/> A Ball of a Birthday			Enjoy 2 hours in one of our multi-purpose room and use of 1/2 of the gym for 1 hour.
Preferred Room: (Please Check) <input type="checkbox"/> Multipurpose Room A (<i>Green Room</i>) <input type="checkbox"/> Multipurpose Room B (<i>Teal Room</i>)			
Birthday Person's Name: _____ Birthdate: _____ Expected Attendance: _____			
Add-on Options			
<input type="checkbox"/> Blitz Package	\$75	12 balloons, 3 large 1-topping pizzas, and 25 ice cream treats	
<input type="checkbox"/> Additional Pizza	\$15 per pizza	Qty: _____	
<input type="checkbox"/> Additional Pizza	\$15 per pizza	Qty: _____	

Rental Information

Event Name: _____

Event Description: _____ Estimated Number of Attendees: _____

Requested Date and Time:

Date: ____ / ____ / ____ Start Time: ____:____ am End Time: ____:____ am/pm

*Birthday Party Packages time option: 2-Hour block between 1:30pm and 5:00pm Saturday or Sunday

Alternate Request Choice: *(In case your initial request is not available, please indicate another request option)*

Date: ____ / ____ / ____ Start Time: ____:____ am/pm End Time: ____:____ am/pm

Repeat: Yes No If yes,

Date: ____ / ____ / ____ Start Time: ____:____ am/pm End Time: ____:____ am/pm

MULTI-PURPOSE ROOM SETUP

Standard room set-up is 6 tables and 30 chairs with a maximum of 10 tables and 50 chairs. Please check one of the facility set-up styles below or provide a diagram on a separate sheet of paper.

 Lecture Style Classroom Style Banquet Style Circle Discussion Clear Room**SPECIAL ARRANGEMENTS**Will an outside vendor be used? No Yes

If yes, applicant must submit proof of company's insurance with The City of Coppell named as "additionally insured" for a minimum of one million dollars. The document must contain the Endorsement page, which is the second page of the Insurance Document. This document must be submitted 2 days prior to the rental or the permit may be subject to cancellation.

Company Name: _____

Company Phone Number: _____

Insurance Policy Number: _____

For Meeting Use Only: Please indicate if you will need any of the following:

 Podium Microphone Projector & screen**STATEMENT OF UNDERSTANDING****I understand that this form is a request for rental, the rental deposit and the completion of this form does not guarantee my rental of the requested facility (based on availability).**_____
*Signature*_____
*Date***OFFICE USE ONLY**

Date & Time Submitted: ____ / ____ / ____ @ ____ am/pm Staff Initials: _____

 Approved Not Approved Permit #: _____ Initials: _____ Date: _____

Notes: _____