



**RESERVATION RULES AND REGULATIONS  
TOWN OF ADDISON LES LACS LINEAR PARK PAVILION**

The purpose of this policy is to establish the criteria and procedures under which Addison residents and Addison businesses will be permitted to use the Les Lacs Linear Park pavilion for their individual functions. The Town of Addison parks are operated for the benefit of the general public and permission for private use of the pavilion is a privilege given by the Town. Therefore, the following "Rules and Regulations" must be agreed upon before permission to use the pavilion is granted, and the user agrees to abide by City Ordinances. Non-adherence may result in forfeiture of all or a portion of deposit. The user will be held responsible for damage and adherence to regulations.

**HOURS OF AVAILABILITY:**

Monday through Sunday: 8 a.m. – 8 p.m.

**Maximum Capacity:** 75 people

**Fees:**

Addison Residents:  
Reservation Fee: \$0

Addison Businesses:  
Reservation Fee: \$75 for first 3 hours  
\$25 each additional hour

Damage Deposit: \$150, refundable  
Rental Length: 3 hour maximum

Damage Deposit: \$150, refundable  
Rental Length: 8 hour maximum

Fees and deposits for the park pavilion must be made in person, M-F between 7 a.m. and 2:30p.m. at the following address:

Addison Athletic Club  
3900 Beltway Drive  
Addison, TX 75001-4407

Please make checks payable to the Town of Addison.

**RULES AND REGULATIONS**

Pavilion reservations are limited to Addison residents and Addison businesses. A valid Texas Drivers License with a current Addison address shall be required for verification of residency. Addison businesses wishing to hold a company picnic shall provide a written request on company letterhead for reservations.

- If an Addison resident reserves the pavilion for a company picnic, meeting, or party for a non-Addison business, they shall pay the same reservation fees as an Addison business, \$75 for 3 hours and shall be limited to a maximum of 3 hours.
- Reservations shall be made at least 3 weeks in advance of the scheduled event. A refundable clean up/damage deposit of \$150 is required at the time of the reservation application.
- A copy of the permit must be provided at the front desk of the Athletic Club. A staff person will check the pavilion for prior damage. A staff person will also check the pavilion once it has been cleaned after usage. User is responsible for cleaning after each reservation.
- Cooking and/or open flames are restricted to the pavilion grill. Propane grills can be used, but must be placed a minimum of 25' from the pavilion. User must cleanup completely after use. Leave ashes in grill.
- No bathroom facilities are available at the park; however, use of portable restrooms is allowable with the Town's prior approval. Portable restrooms shall be provided at the resident's or business owner's expense. Portable units shall be removed within 48 hours of the event.

- Reservation is restricted to the pavilion. Reservations are based on the understanding that others may be using the other park amenities for recreational purposes during reserved pavilion times.
- The Town, prior to issuance of a reservation permit, shall approve use of portable play equipment/games, rental equipment or furnishings.
- Decorations may not be affixed to any structure or object in any park using tape, glue, tacks, or nails, etc. The Town must approve any exceptions to this rule in writing.
- No alcoholic beverages will be allowed in the park without prior written approval from the City Manager or a designated representative. If written approval is received, no kegs or glass bottles will be allowed. Beer must be brought in cans and poured into unmarked non-breakable cups. Remove all alcoholic containers from site. Do not place in park trashcans.
- All vehicles shall remain in designated parking areas. No vehicles are allowed anywhere within any park for any reason.
- Electrical outlets are available in the pavilion. The maximum power load of the pavilion is 20 amps.
- Bounce House, if approved, must go in the open area west of pavilion. The Town will mark irrigation heads in that area. Do not stake over irrigation lines. Any damage to irrigation lines or heads will be billed to the resident/Addison business. Bounce houses must be inflated with a gas-powered generator. Do not plug in to electrical to inflate.
- Kiddie Train, if approved, must stay on sidewalk and trail. It is restricted from going on any street.

## **RESERVATIONS & CANCELLATION POLICY**

- Reservations shall be made in person, by an adult Addison resident, or business representative at least 21 years of age.
- Reservations are only guaranteed when the reservation permit is completed, all fees paid, and approved by the Town.
- A seven (7) day cancellation notice shall be required to receive damage deposit refund. A refund will be made for a rainout date, or the reservation may be rescheduled.

## **CLEAN UP**

- Each group is responsible for its own cleanup. The park area must be left clean and clear of litter and other debris, and cleanup must be completed within the time period of the reservation agreement. All tables wiped clean, all trash and debris must be placed in approved waste containers. The Athletic Club staff will inspect the facility to verify compliance. Failure to comply will result in forfeiture of deposit.

## **TOWN RIGHTS**

- The Town reserves the right to cancel any permit.
- The Town reserves the right to schedule special events regardless of prior reservations. Applicants who have reserved the use of a park will have the option of rescheduling or having the deposit refunded.

## **LIABILITIES**

- Individual making the reservation shall assume liability for damages to pavilion and will be billed accordingly.
- The individual, group, or organization using the facility shall obey all rules and regulations, both written and verbal, and shall not hold the Town of Addison or any of its representatives liable for any injury sustained while using the facility.

**TOWN OF ADDISON – LES LACS PARK PAVILION RESERVATION PERMIT**

Reservation Date Requested: \_\_\_\_\_

Time: From \_\_\_\_\_ a.m. or p.m. To \_\_\_\_\_ a.m. or p.m.

Occasion: \_\_\_\_ Children's Party \_\_\_\_ Party \_\_\_\_ Company Picnic \_\_\_\_ Meeting \_\_\_\_ Reception

Total number of guests: \_\_\_\_\_ ( 75 maximum)

Will music be used? (Music systems must comply with the Town's Noise Ordinances) Please describe:

Do you plan on using decorations? Please describe

Request for accommodations that **require special approval** from the Town (See rules and regulations):

- |                          |                      |                    |
|--------------------------|----------------------|--------------------|
| <input type="checkbox"/> | Alcohol              | Approved by: _____ |
| <input type="checkbox"/> | Portable restroom    | Approved by: _____ |
| <input type="checkbox"/> | Bounce House         | Approved by: _____ |
| <input type="checkbox"/> | Kiddie train         | Approved by: _____ |
| <input type="checkbox"/> | Other: Explain _____ | Approved by: _____ |

**Facility Reserved by:**

**Addison Resident**

**Addison Business Representative**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Home/Work Phone #                      Fax #

\_\_\_\_\_  
Business Phone #                      Fax #

How to Be Reached the Day of the Event: \_\_\_\_\_

I have read *The Reservation of Town of Addison Pavilion Rules and Regulations* and agree to abide by all of the conditions. I understand that non-adherence may result in forfeiture of all portions of the deposit. I, the undersigned, will be held responsible for damages and adherence to regulations. I understand that the damage deposit must be included with this form in order to confirm the date and time desired. I certify that I am a resident of and currently living in Addison, or that I am an authorized representative of an Addison business.

\_\_\_\_\_  
Signature of Addison Resident, who is responsible party

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Addison Business Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

The Town of Addison has received a \$150 deposit and fee (if applicable) to reserve the above-mentioned space on the stated day and time.

_____	\$ _____	\$ _____	_____	_____
Staff signature-acknowledging approval	Deposit recvd	Reservation fee recvd	Receipt #	Date

**FOR STAFF USE ONLY**

Reserved Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_

Reservation Comments:

**For Athletic Club Staff Use: (Send to Athletic Club Secretary Upon Completion)**

Check in time: \_\_\_\_\_ By: \_\_\_\_\_

Check out time: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Left clean: \_\_\_\_\_ yes \_\_\_\_\_ no

If no, explain in detail:

Damage: \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, explain in detail:

**For Parks Secretary Use:**

If damage, calculate labor and materials:

Notified person of damage: (comments)

Filed for refund: \$ \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

PAM attached: \_\_\_\_\_ yes

## **PROVISIONS AGREEMENT**

**I agree to the following conditions:**

- Bounce House** (Please check only if you are having a bounce house.)  
Please contact Betsy at 972-450-7048 with dimensions.  
It has to have **PUSHED IN** stakes only because it will on top of the water line.  
House has to be inflated with gas powered generators only.  
Will be placed west of the pavilion (area will be marked in paint).
  
- Alcohol** (Please check only if you are requesting permission for alcohol.)  
Canned beer or boxed wine only.  
Any alcohol will be poured directly into unmarked plastic cups.  
(Pending director's approval)

**Garbage**

Please bring bags with you for your trash and take it with you.

**I agree that if these conditions are not met, I know that there is a possibility of losing a portion of my deposit.**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_