



## RESERVATION REQUEST

### Contact Information

Contact Person: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Park/Facility Requested

Park/ Facility:

- Historic Park Gazebo (capacity 100)
- Historic Park Log Chapel (capacity 50)
- Marina Park (capacity 120)
- Meadow Creek Park (capacity 50)
- Walter Byron Park (capacity 50)
- Other

Frisco Adventure Park:

- Ball Field (capacity 100)
- Bike Park
- Disc Golf Course
- Frisco Day Lodge (capacity 120)
- Multipurpose Field (capacity 100)
- Nordic Lodge
- Skate Park

If "Other" selected, please specify: \_\_\_\_\_

### Event Info

What type of event are you planning? \_\_\_\_\_

Event Start: Date \_\_\_\_\_ Time \_\_\_\_\_ Event End: Date \_\_\_\_\_ Time \_\_\_\_\_

**\*Set up and break down time must be included in event time**

Number of people (not to exceed park/facility capacity): \_\_\_\_\_

Do you intend to have any tent, canopy or membrane structures for the event?

Yes

No

If yes, please describe \_\_\_\_\_

**Additional Event Info**

Do you intend to bring any other additional items to the park or facility for the event (examples: chairs, grill, AV equipment)?

Yes                      No

If yes, please describe \_\_\_\_\_

The Town of Frisco requires a special events permit for events over 50 people for entertainment purposes. Will this event be open to the public or publicly advertised?

Yes                      No

Will food be served?

Yes                      No

If yes, who will serve the food? \_\_\_\_\_

Will food be sold?

Yes                      No

Will alcohol be served?

Yes                      No

If yes, who will serve alcohol? \_\_\_\_\_

Will alcohol be sold?

**\*Not applicable for Day Lodge Rentals. All alcohol sales and service must go through Day Lodge Staff.**

Yes                      No

**Residency (proof of residency will be requested)**

- Town of Frisco: must be able to show proof of home ownership/rental or business ownership in Frisco
- Summit County: must be able to show proof of home ownership/rental or business ownership in county
- Outside Summit County
- Non-profit status (as defined by Federal regulations). Proof will be requested.

Please note this is only an application to hold an event at a Town of Frisco park or facility. You will be notified if your application is accepted, we require further information or if the application has been rejected. Once accepted, you will be forwarded a contract. When the Recreation Department has received a signed contract and the appropriate security deposit, your reservation will be confirmed. Please allow 5-7 business days for a staff member to contact you about your rental request.