



RESERVATION REQUEST

Contact Information

Contact Person: _____

Name of Organization (if applicable): _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Park/Facility Requested

*** Frisco Adventure Park Day Lodge not available from June 2024 to November 2024 due to renovations**

Park/ Facility:

_____ Historic Park Gazebo (capacity 100)

_____ Historic Park Log Chapel (capacity 50)

_____ 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.