

# Les Lacs Park Pavilion Reservation

Once complete please return to:

Addison Athletic Club  
3900 Beltway Drive

Betsy Finley

[bfinley@addisontx.gov](mailto:bfinley@addisontx.gov)

972-450-7048





## **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.

Park Pavilion Reservation Usage Hours: 8 a.m. – 8 p.m.

Maximum Capacity: 75 people

### **Addison Residents:**

Reservation Fee: \$0  
Damage Deposit: \$150, refundable  
Rental Length: 3 hour maximum

### **Addison Businesses:**

Reservation Fee: \$75 for first 3 hours  
\$25 each additional hour  
Damage Deposit: \$150, refundable  
Rental Length: 8 hour maximum

## **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 if they are not a current member of the Addison Athletic Club. The residency will be confirmed. 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 resident, a \$150.00 refundable deposit. The party will be limited to a maximum of 3 hours.
- A refundable clean up/damage deposit of \$150 by **credit card only** is required at the time of the reservation application.
- 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.
- 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. The restrooms at the Addison Athletic Club can be used during normal club hours.
- 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.

- No alcoholic beverages will be allowed in the park unless it is noted on the application. No kegs or glass bottles will be allowed. Beer must be brought in cans and poured into unmarked non-breakable cups. Wine is allowed as long as it is boxed wine. No glass bottles. It is to be poured directly into unmarked plastic cups. Remove all alcoholic containers from site. Do not place in park trashcans.
- Electrical outlets are available in the pavilion. The maximum power load of the pavilion is 20 amps. It is enough for a boom box or sno cone machine. Nothing else.
- 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. The stakes need to be pushed in stakes only. Not hammered in.

## **RESERVATIONS & CANCELLATION POLICY**

- Reservations shall be made in person, by an adult Addison resident, or business representative at least 21 years of age, at the Town of Addison Athletic Club , 3900 Beltway. For questions, call (972) 450-7048.
- Reservations are only guaranteed when the reservation permit is completed, and all fees paid.

## **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 separate garbage bags and taken off the premises at the end of the party.

## **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