



Glenn Heights Pavilion Rental Request Form

1938-D S. Hampton Road, Glenn Heights, TX 75154 | 972-223-1690 ext. 425

RENTER INFORMATION	
Renter Name:	Organization (optional):
Street Address:	
City & State	Phone #:
Zip Code:	Email
Second Signer (optional)	Second Signer Phone #:

FACILITY INFORMATION													
Rental Date:													
Day of the week: Sunday Monday Tuesday Wednesday Thursday Friday Saturday													
Rental Start Time*:	Rental End Time*: * must include set up/clean up time												
Expected Attendance:	Guest of Honor:												
What time will your guests arrive?	What time will your guests depart?												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">Heritage Park</th> <th style="text-align: left; width: 15%;">Res/NR Hrlly</th> <th style="text-align: left; width: 15%;">Capacity</th> <th style="text-align: left; width: 40%;">Park hours: 5 am - 11 pm</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> All Abilities Park Pavilion*</td> <td>\$45/\$55</td> <td>100</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Heritage Park Pavilion*</td> <td>\$25/\$40</td> <td>75</td> <td style="text-align: right;">*2 hour minimum</td> </tr> </tbody> </table>		Heritage Park	Res/NR Hrlly	Capacity	Park hours: 5 am - 11 pm	<input type="checkbox"/> All Abilities Park Pavilion*	\$45/\$55	100		<input type="checkbox"/> Heritage Park Pavilion*	\$25/\$40	75	*2 hour minimum
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EVENT DETAILS		
Event Type:		
<input type="checkbox"/> Baby Shower	<input type="checkbox"/> Family Reunion	<input type="checkbox"/> Quinceañera
<input type="checkbox"/> Birthday Party _____ age	<input type="checkbox"/> Graduation - High School	<input type="checkbox"/> Sports Practice
<input type="checkbox"/> Bridal Shower	<input type="checkbox"/> Graduation - College	<input type="checkbox"/> Wedding and/or Reception
<input type="checkbox"/> Church Service	<input type="checkbox"/> Meeting _____ type	<input type="checkbox"/> Other _____

Event Activities:	
<input type="checkbox"/> Bounce house (Liability insurance from rental company needed)	<input type="checkbox"/> Propane grill or BBQ pit
<input type="checkbox"/> Food Truck (Requires purchase of additional permit)	<input type="checkbox"/> Petting zoo or other amusement vendor (subject to approval)
<input type="checkbox"/> Music - DJ or band	<input type="checkbox"/> Other _____
Vendors or Food Trucks (List below) *	

*May require additional permit cost

FULL POLICIES LISTED SEPERATELY - SIGNATURE REQUIRED

SUPERVISOR USE ONLY	STAFF USE ONLY
<input type="checkbox"/> Insurance Received <input type="checkbox"/> Vendor Permit Received	<input type="checkbox"/> Policies Signed Rental #
Approved:	Booking Staff: Date: