



CITY OF RICHARDSON PARKS & RECREATION
SPECIAL USE REQUEST FORM

This is not a pavilion reservation form. Please contact Heights or Huffhines recreation center to book a pavilion.

Submit this form only if seeking approval for hosting special activities within a City of Richardson park.

Please review and sign the Conditions of Use on page 2 before submitting.

For additional inquiries, contact Parks & Recreation at (972) 744-4300

Return this form to AskRichardsonParks@cor.gov no later than two weeks prior to the activity date

Today's Date: (Please check if applicable) I have rented a pavilion

Type of Activity:

Date of Activity: Time: AM/PM to AM/PM

Park and/or Area Requested:

Anticipated # of Attendees: Anticipated # of Parking Spaces Needed:

I am requesting approval for the following items: (If answering yes, please provide details for each item.)

Electricity Yes No Details

Amplified Sound Yes No Details

Fees/Donations Yes No Details

Catering/Food Vendor Yes No Details

Inflatable(s) Yes No Details Vendor: Please note Insurance requirements on Page 2

Tents Yes No Details

Tables/Chairs Yes No Details

Please describe any other requests not listed above for which you are seeking approval:

Does your activity require advertising or other types of promotion to the general public? If so, please provide details:

Contact Information:

Name:

Organization:

Address:

Phone: Email:

PARD USE ONLY - Reviewed and approved by: Parks: Admin: Approval: Comments: Date:

Conditions of Use:

Unless waived by the Director of Parks and Recreation, Parks and Recreation Ordinances (Chapter 15) will apply at all times. [https://library.municode.com/tx/richardson/codes/code\\_of\\_ordinances](https://library.municode.com/tx/richardson/codes/code_of_ordinances). Please make special note of the following:

- The Parks Special Use Request program is intended for private events that are not open to the public. Events larger than 150 people may not be approved, depending upon proposed location.
- Photographs of this form will not be accepted for final approval. Please submit the completed form as a pdf via email or mail to:  
City of Richardson Parks and Recreation Dept.  
P.O. Box 8030309  
Richardson, TX 75083-0309
- Most park pavilions are not reservable spaces and are considered first-come, first-served. Reservable pavilions include: Breckinridge Gazebo (B complex) Breckinridge (C complex), Cottonwood Park, Crowley Park (south pavilion), Huffhines Park. If reserving a pavilion is part of this request, the preferred pavilion must be booked before submitting this form.
- All cars must remain in designated parking areas. Absolutely no driving onto the park! This includes vendor deliveries and pick up.
- Merchandise vending and acceptance of fees or donations is not permitted in City Parks.
- Please do not attach anything to trees or damage plant material.
- Some pavilions have electrical receptacles that are available for use. There is one (1) 110 volt / 20 amp circuit. If the available power is exceeded, the circuit will fail and cannot be reset during the event. If the power requirements exceed what is available, please plan to supply a generator.
- Food trucks may not vend from city streets and must possess appropriate permits from City of Richardson's Health, Fire, and Police Departments. Food Trucks may serve food at private events that are not open to the public. You must implement a system to ensure that the food truck only serves event attendees. Other special requirements related to food trucks may apply.
- Please bring extra trash bags.
- Please clean up your event area. Leave no trace! Full trash bags may be left in or near park trash receptacles.
- There is no alcohol permitted in the park.
- Amplified sound is defined as any powered speaker. An ordinance waiver is required.
- The use of inflatables requires a minimum of \$1M in general liability coverage. "The City of Richardson, 2360 Campbell Creek Blvd Suite 525, Richardson TX 75082" must be listed as the certificate holder and an additional insured on the certificate of insurance. A COI must be submitted for an inflatable to be approved. Parks and Recreation maintains a list of bounce house vendors who have current COIs on file. Ask if your vendor is one of these. Inflatables larger than 400 square feet will require an additional permit from Richardson Fire Dept.
- Special use requests must be submitted no later than two weeks prior to the date of the activity.

I have read and understand these Conditions of Use and if approved, agree to abide by these and all Parks and Recreation Ordinances.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_