



CITY OF ENNIS, TEXAS  
Parks Department  
P.O. Box 220 Ennis, Texas 75120  
(972) 875-1234 FAX (972) 875-6107



Facility or Field Reservation Application

Today's Date: \_\_\_\_\_

- Bluebonnet Park       Lions Park       Rogers & Maise       Rotary Park       Veterans
- IOOF at Fairview       Lake Clark Park       Other: \_\_\_\_\_

**Check all that applies:**

- Pavilion Rental Fee: Half Day: \$75.00       Pavilion Rental Fee: Full Day: \$100.00
- Athletic Field Light Fee: \$10.00 per hour       Athletic Game Field Fee: \$100.00 per night
- Athletic Practice Field Fee: \$10.00 per hour       Portable Restroom: Coordinate with Parks Dept.

Organization Name (if any): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Times: \_\_\_\_:\_\_\_\_ am/pm to \_\_\_\_:\_\_\_\_ am/pm

For the purpose of: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Set Up Date/Time: \_\_\_\_\_ /\_\_\_\_:\_\_\_\_ am/pm

- Check all that apply:  Arts & Craft Vendors     Food Vendors     Live Music     Live DJ

**CANCELLATION or TRANSFER REQUEST**

If for any reason you will need to cancel or transfer your reservation, you will need to submit the attached form (Ennis Parks Facility Rental Cancellation or Transfer Request) by fax, in person, mail or email within 5 days of scheduled event or rental fee will be forfeited. If you need assistance after hours contact 972-875-4465. The Parks Department may cancel or postpone all events on game fields due to weather.

Please note: **It is the responsibility of the person reserving the pavilion to see that the pavilion is cleaned and all trash is picked up and disposed of prior to leaving the park.**

**No tacks, nails, staples, tape or any other device may be attached to the wood or stone work of the pavilion.**

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

**PARKS DEPARTMENT USE ONLY**

Paid by Cash \_\_\_\_\_ Check # \_\_\_\_\_ Approved Date: \_\_\_\_\_

Parks Department Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_