

DISTRICT FUNCTION APPLICATION

APPLICANT INFORMATION

Applicant Name		Organization Name		
Address		City	State	Zip
E-Mail Address		Web Site Address		
Telephone Number	Facsimile	Mobile Number	Pager Number	
Type of Organization		<input type="checkbox"/> Individual <input type="checkbox"/> Charitable <input type="checkbox"/> For profit organization		
		<input type="checkbox"/> Non-profit organization (501.C3 Tax Identification # _____) <input type="checkbox"/> Other _____		
On-site Contact		Mobile Number for On-Site Contact		

EVENT INFORMATION

Event Name		Event Date(s)	Time
Type of Event: (check all that apply)		<input type="checkbox"/> Client Appreciation <input type="checkbox"/> Holiday Gathering <input type="checkbox"/> Training <input type="checkbox"/> Conference <input type="checkbox"/> Meeting <input type="checkbox"/> <input type="checkbox"/> Employee Appreciation <input type="checkbox"/> Retreat <input type="checkbox"/> Other _____ <input type="checkbox"/> Fundraiser <input type="checkbox"/> Seminar	
Is this a first time Event? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, date of previous event _____ What was past attendance? _____	
Estimated Attendance:	Est. # Addison Hotel Rooms:		Estimated Total Budget
	Hotel Names:		
Proposed Event Area (check all that apply)		<input type="checkbox"/> Conference Centre <input type="checkbox"/> Ellipse <input type="checkbox"/> Green <input type="checkbox"/> West garden <input type="checkbox"/> Acacia <input type="checkbox"/> Pergola <input type="checkbox"/> NW quad <input type="checkbox"/> Central garden <input type="checkbox"/> Buckthorn <input type="checkbox"/> Bowl <input type="checkbox"/> NE quad <input type="checkbox"/> East garden <input type="checkbox"/> Juniper <input type="checkbox"/> Pavilion <input type="checkbox"/> SW quad <input type="checkbox"/> Field parking 1 <input type="checkbox"/> Theatre Centre <input type="checkbox"/> SE quad <input type="checkbox"/> Field parking 2 <input type="checkbox"/> Stone Cottage <input type="checkbox"/> Field parking 3	
Setup: (first item to be loaded in on site)	Teardown: (last item to be removed)	Beneficiary	
Date:	Date:		
Time:	Time:		

EVENT SPECIAL FEATURES

Will sound amplification equipment be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide the following: <input type="checkbox"/> Recorded Music <input type="checkbox"/> Live Music <input type="checkbox"/> Other (please describe) _____
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If yes, provide the following:		
Sound System	<input type="checkbox"/> Yes <input type="checkbox"/> No	Company _____
Lighting System	<input type="checkbox"/> Yes <input type="checkbox"/> No	Company _____
Stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	Company _____
Dance Floor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Company _____

Will the event feature food/beverage service? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide Concessionaire/Caterer's Name/Telephone # _____
Will there be alcohol at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No Will alcohol be given away? <input type="checkbox"/> Yes <input type="checkbox"/> No How will the attendees over the age of 21 be identified?
Open Flames or Cooking <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Please show location of cooking areas on site plan *Vendors cooking with charcoal, wood or gas must have at least one 2.5 gallon water fire extinguisher nearby.</small>	Type of Fuel <input type="checkbox"/> Gas <small>(check all that apply)</small> <input type="checkbox"/> Electric <input type="checkbox"/> Charcoal <input type="checkbox"/> Other _____

Does the event propose closing, blocking or using public streets? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If Yes, a road closure plan complete with barricades and signage must be submitted.</small>	Street: _____ <input type="checkbox"/> Festival Way <input type="checkbox"/> Addison Circle Drive <input type="checkbox"/> Other _____	Closing Day/Time _____ Opening Day/Time _____
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Tents or Canopies <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*All tent sides and top must be flame-retardant material or made flame-retardant by chemical treatment. An affirmation or affidavit shall be posted at premises attesting to flame-retardancy with copy to the Fire Prevention Division in advance of tent erection.</small>	If Yes, provide the following: Company (see attached vendor list)
Number of Tents/ Size(s) _____	

Temporary Fencing <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Indicate fence locations on site plan</small>	If Yes, provide the following: Company (see attached vendor list)
Provide accurate dimensions of fenced area _____	

Restrooms, Dumpsters, Sinks <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide the following: Company (see attached vendor list)
Number of: _____ Portables _____ ADA Portables _____ Restroom Trailers _____ Dumpsters _____ Sizes _____ Handwashing Sinks	

Trash Collection <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide the following: Company (see attached vendor list)
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	Number of Trash Workers	Hours
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Electrical Services <input type="checkbox"/> Yes <input type="checkbox"/> No *Event must use a licensed electrician	If Yes, provide the following: Company (see attached vendor list)	
	Supplemental Equipment: <input type="checkbox"/> Generator(s) Provide Number _____ <input type="checkbox"/> Light Tower(s) Provide Number _____ (Check all that apply)	

Rentals (tables, chairs, linens, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No *Any umbrellas used with umbrella tables shall be in good operating condition and secured at the base. *We suggest the event organizer have a representative present during set-up and removal of equipment to verify count. The Town of Addison will not be held liable for shortages.	If Yes, provide the following: Company (see attached vendor list)	
	Number of : _____ Tables _____ Chairs _____ Other (specify) _____ _____ Other (specify) _____	

Professional Parking/Valet <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide the following: Company (see attached vendor list)		
	Number of Parking Personnel	Hours	# of cars expected

Climate Control <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide the following: Company (see attached vendor list)		
	Type: <input type="checkbox"/> Fan (pedestal fan, box fan, etc.) (check all that apply) <input type="checkbox"/> Misting Fan <input type="checkbox"/> Air-conditioning <input type="checkbox"/> Heater(s)		

Pyrotechnics / Lasers / Special Effects <input type="checkbox"/> Yes (describe below) <input type="checkbox"/> No		If Yes, provide the following: Company	
		Contact Name	Phone
Day/Time of Show	Length of Show (in minutes)	Products Used	Show Budget

REFERENCES

Contact Name _____ Company _____ Telephone # _____ Relationship _____	Contact Name _____ Company _____ Telephone # _____ Relationship _____
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Contact Name _____ Company _____ Telephone # _____ Relationship _____	Contact Name _____ Company _____ Telephone # _____ Relationship _____
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Signature	Date
Application received by	Date

SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE APPROVAL OF THE EVENT

Failure to complete all sections of this application and meet all requirements may result in denial, delay, limitations or cancellation of the event. Promoter agrees that it shall abide by the terms and conditions of the Permit Requirements and Guidelines included in this package and hereby represents that they have read the said Rules, Regulations and General Information and understands the same.

CHECKLIST

- ✓ Completed Application
- ✓ Site Plan
- ✓ Fees (all checks made payable to Town of Addison)
- ✓ Copy of Insurance Certificate
- ✓ Non-profit, 501c3 certificate (if applicable)

APPROVED VENDOR LIST

(Planner is required to select a vendor from this list)

(Note: This list is a proposed list of vendors that we will send a RFP to be considered an approved vendor)

COMPANY	CONTACT NAME	PHONE	WEBSITE
CATERERS/CONCESSIONAIRES/RESTAURANTS			
CLIMATE CONTROL (Heating and cooling units)			
Abbey Party Rentals	John Jakob	972-350-5373	www.abbeyparty.com
Aggrecko	Kevin Crosier	972-293-0491	www.aggrecko.com
Aztec Party & Tent Rentals	Louise Parkins	713-699-9713	www.aztecpartyandtents.com
Ducky Bob's	Jan Maynard	972-381-8000	www.duckybobs.com
GE Energy Rentals	Les Melvin	214-339-7032	www.gepower.com
Global Cooling	Craig Rhew	214-991-7439	www.globalcoolingsystems.com
Kohler Event Services	Susanna Trussell	972-293-0491	www.aggrecko.com
ELECTRICITY			
GE Energy Rentals	Les Melvin	214-339-7035	www.gepower.com
Kohler	Susanna Trussell	972-206-7070	www.kohlereventservices.com
Aggrecko	Kevin Crosier	972-293-0491	www.aggrecko.com
FENCE			
Certified Fence Company	Patti Compton	800-383-7038	
National Construction Rentals	Casey Lipham	214-634-2091	www.rentnational.com
Raceway Fence	Larry Hubbard	817-790-2114	
HOTEL – contact Diana George @ 972-450-6236, Town of Addison Sales Manager, for assistance with securing group hotel rates			
Addison Inn		972-770-0070	
Comfort Inn		972-701-0881	www.comfortinn.com
Country Inns and Suites		972-503-7800	www.countryinns.com
Courtyard by Marriott - Midway		972-490-7390	www.courtyard.com
Courtyard by Marriott - Quorum		972-404-1555	www.courtyard.com
Crowne Plaza North Dallas		972-980-8877	www.cpgalleria-nr.crowneplaza.com
Hampton Inn		972-991-2800	www.hamptoninn.com
Hilton Garden Inn		972-233-8000	www.hiltongardeninn.com
Holiday Inn Express		972-991-8888	www.basshotels.com
Homewood Suites		972-788-1342	www.homewood-suites.com
Hotel Inter-Continental Dallas		972-386-6000	www.intercontinental.com
La Quinta Inn and Suites		972-404-0004	www.lq.com
MainStay Suites		972-340-3001	www.mainstaysuites.com
Marriott Quorum		972-661-2800	www.marriott.com
Motel 6		972-386-4577	www.motel6.com
Quality Suites		972-503-6500	www.qualityinn.com
Ramada Ltd.		972-233-2525	www.ramada.com
Residence Inn by Marriott		972-866-9933	www.residenceinn.com
Springhill Suites			www.springhillsuites.com
Suites of America		972-392-4488	www.budgetsuites.com
Summerfield Suites		972-661-3113	www.wyndham.com
Wingate Inn		972-490-1212	www.wingateinns.com
PARKING SERVICES			
RSR Event Services	Randall Steinhauser	214-673-2390	
RENTALS			
Abbey Party Rents	John Jakob	972-350-5373	www.abbeyparty.com
Aztec Party & Tent Rentals	Todd Johnson	713-699-0088	www.aztecpartyandtents.com
Ducky Bob's Party & Tent Rentals	Jan Maynard	973-381-8000	www.duckybobs.com

APPROVED VENDOR LIST - CONTINUED

(Planner is required to select a vendor from this list)

COMPANY	CONTACT NAME	PHONE	WEBSITE
SOUND, LIGHTS, STAGE			
Dallas Backup	Charles Belcher	972-686-4488	www.dallasbackup.com
Dallas Stage Right	Nathan Clark	214-824-8225	www.stage-right.com
Gemini Sound	Dell Cain	214-341-6922	www.geminisound.com
TENT			
Alexander Tent	Wayne Alexander	972-247-8556	www.alexandertent.com
Aztec Part & Tent Rentals	Todd Johnson	713-699-0088	www.aztecpartyandtents.com
Ducky Bob's	Jan Maynard	972-381-8000	www.duckybobs.com
Sandone Productions	Mark Brizendine	214-637-6334	www.sandoneproductions.com
TRANSPORTATION			
American Transfers & Tours	Jackie Cox	972-980-6711	www.attbus.com
Atkins-Hanschen Trams	Terry Hartness	501-478-1026	www.thomascarnival.com
Buses by Bill	Gary McMullen	214-328-8000	www.busesbybill.com
Coach USA	Peg Wolschon	972-263-0294	www.coachusa.com

EVENT NAME		EVENT DATE(S)			APPLICATION NUMBER	
EVENT REVIEW (After signing, return this page any attachments to the Conference Centre Manager)		COMMITTEE /DEPARTMENT COMMENTS AND REQUIREMENTS (This page to be completed by Town of Addison Staff)				
Req'd	Department Signatures:	Approved as Submitted	Needs Modification	Approval Denied	Estimated Expenses (Personnel/Equipment)	Comments: (Submit additional page if necessary.)
	Building Official:					
	Assistant City Manager:					
	Conference & Theatre Centre Manager:					
	Environmental Services Official:					
	Assistant Finance Director:					
	Deputy Fire Chief:					
	Marketing Communications Manager:					
	Other Approval:					
	Director of Parks and Recreation:					
	Captain of Police:					
	Special Event Manager:					
	Superintendent of Streets:					
APPROVED PERMIT NUMBER		DATE ISSUED			NOTES: Permit is subject to the terms and conditions outlined above and any attachments.	
DENIED		DATE DENIED			NOTES: Permit is denied based on the comments outlined above and any attachments.	