



## Special Equipment Information

### **Alcohol Rental Information:**

Alcohol may be served and consumed during rentals and designated special events **at the Downtown Gazebo, the Carrollton Senior Center and A. W. Perry Homestead Museum only**, upon compliance with the terms and receipt of approval of an additional application. Please review the following requirements and contact the recreation center to request the application or to receive more information.

- Approval to serve alcoholic beverages must be requested by submitting a ***Facility Rental Application to Serve Alcohol.\****
- **Limited to wine and beer only.**
- **An additional deposit of \$200** is required for events where alcohol is served.
- **Uniformed Police presence is required during all events where alcohol is being served.**
  - The City reserves the right to determine the number of police officers at an event.
  - **\$40 per hour (\$45 outdoor events) per officer, with a 3-hour minimum.**
- Alcohol may ***only*** be brought to a city facility and dispensed by a caterer/contactor/vendor/concessionaire appropriately licensed by the Texas Alcoholic Beverage Commission (TABC). Proof of certification and insurance must be provided to the City not less than 10 days prior to the scheduled event.

### **Bounce house & other special Equipment Information:**

- A \$100 deposit is required to use bounce houses, tents and various other equipment in city parks.
- Please visit Crosby or Rosemeade or the Carrollton Senior Recreation Center to complete an application and pay your deposit. The deposit is refundable if there is no damage to the site during your rental.
- The rental company must provide their own source of electricity (generator) and a copy of the rental company's liability insurance. **\*\*The insurance MUST be submitted with the deposit\*\***
- Vehicles are not allowed to drive on grass or sidewalks in city parks. The bounce house or other equipment must be transported to the preferred location by a dolly or some means other than a motorized vehicle.
- **\*\*If the renter has rented a facility such as the Amphitheater, Mary Heads Carter Pavilion; they will pay two (2) deposits; one for the bounce houses, tents, etc. and one for the site they are renting.**
- If the guest is going to fax the Liability Insurance from the rental company please provide them with the fax number correspondent to the facility in which they are making the reservation:
  - Crosby Rec- 972.466.5710
  - Rosemeade Rec- 972.389.9592
  - Senior Center- 972-466-4854



## Special Equipment Permit

# of Participants: \_\_\_\_\_ Event Date: \_\_\_\_\_

Site Name & Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

### **City Use Only**

*Staff- initial and date when each documentation/item is received.*

\_\_\_\_\_ Rental Company Liability Insurance

\_\_\_\_\_ Renter Special Equipment Deposit

\_\_\_\_\_ Facility Rental Application (if applicable)