



# NON STANDARD RESERVATION REQUEST FORM

Name of Organization \_\_\_\_\_

Primary Organizer Contact \_\_\_\_\_

Office Phone \_\_\_\_\_

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

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

Organization Type: (check all that apply)

- Non-Profit
- Profit
- Government
- Corporation
- Other

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## NON STANDARD RESERVATION INFORMATION

Reservation Title \_\_\_\_\_

Reservation Date(s) \_\_\_\_\_

Location(s) of Reservation \_\_\_\_\_

Reservation Description (*detail purpose and day of activities*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reservation Operating Hours – Starts at \_\_\_\_\_ AM/PM -through- Ends at \_\_\_\_\_ AM/PM

Set-up Date(s) \_\_\_\_\_ Set-up Time(s) \_\_\_\_\_ AM/PM

Tear down Date(s) \_\_\_\_\_ Tear down Time(s) \_\_\_\_\_ AM/PM

Estimated Attendance – Overall \_\_\_\_\_; at Peak Period(s) \_\_\_\_\_

Reservation Type (check all that apply)

- Assembly/Rally
- Carnival
- Ceremony
- Festival
- Picnic
- Religious Procession
- Concert/Performance
- Parade
- Race/Run/Walk
- Tournament

Does your reservation require stage(s)? *(If yes, how many and what size)*

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Will your reservation require electricity? *(If yes, what equipment will you be using that will require it)*

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Does your reservation require tents? *(If yes, how many and what size)*

NOTE: Tents and membrane structures exceeding 400 square feet will require permitting from the Fire Marshal's office.

For more information visit: <http://www.sugarlandtx.gov/documentcenter/view/297>

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Will any vehicles/trailers need access or remain parked on non-parking areas? *(If yes, please describe)*

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List any other types of structures and estimated quantities of each to be added to the site:  
*(inflatables, portable restrooms, light towers, scaffolding, fencing, generators, etc.)*

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Will you have alcohol at the reservation? *(If yes, please list how it will be served or provided to the attendees.)*

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Does this reservation have an admission or registration fee? *(If yes, please provide pricing and an explanation as to how funds will be collected)* \_\_\_\_\_

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Is this for a charitable organization? *(If yes, list beneficiary organization)* \_\_\_\_\_

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**Fire:**

Will you have fireworks? *(If yes, please have your pyrotechnic operator contact the Fire Marshal's office to obtain the necessary permit for pyrotechnic services in Sugar Land at 281-275-2873.)* \_\_\_\_\_

Are you requesting the presence of a fire truck? *(If yes please submit an official request and select the "Community Event Request Form" <http://www.sugarlandtx.gov/index.aspx?nid=107>)* \_\_\_\_\_

Will you have emergency medical services onsite? *(If yes, please describe the plan)*  
\_\_\_\_\_  
\_\_\_\_\_

**Food/Sanitation:**

Will you have food or beverage? *(If yes, please describe how it will be served including set-up of hand washing station and ware-washing station)*  
\_\_\_\_\_  
\_\_\_\_\_

**Other:**

Will you feature any animals? *(If yes, please list the type of animal and how it will be featured)*  
\_\_\_\_\_  
\_\_\_\_\_

Will it be publicized and/or open to the general public? *(If yes, please describe your marketing)* \_\_\_\_\_

Has the organizer blocked hotel rooms? *(If yes, please list the hotel and number of rooms booked)* \_\_\_\_\_

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**SIGNATURE**

By signature below, I certify the above information to be true and correct. Any misinterpretation made in this request form, intentionally or otherwise, is valid grounds for denial both the present and for all future requests. If any required information is missing with the submittal, it could delay the processing of this request form.

If the date and or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed non standard reservation, the department will contact you and an alternate location or date will be suggested as available. Your confirmation will be in the form of an email from the City of Sugar Land Parks and Recreation Department, sent to the primary organizer responsible for planning the non-standard reservation. Do not publicize your non standard reservation until an email confirmation has been received. The submission of this request form is NOT automatic approval to hold a non standard reservation on park property.

The approval, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Sugar Land.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

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**APPLICATION SUBMISSION**

Please submit the complete and signed request form along with the following documents:

- Site Plan (overall map of the reservation that indicates all location details (i.e. tent placement, stage location, portable restroom location, etc.)
- Timeline (detailed schedule of the reservation from setup to breakdown)
- Map (if a run/walk will occur as part of the reservation)

Submit the completed request and additional documents by one of the following manners:

- In Person: Imperial Park Recreation Center 234 Matlage Way, Sugar Land TX 77478
- Email: [parkreservations@sugarlandtx.gov](mailto:parkreservations@sugarlandtx.gov)
- Fax: 281-275-2828
- Mail: Reservations-Imperial Park Recreation Center, P.O. Box 110, Sugar Land TX 77478-0110

For general questions about the application, contact the Parks and Recreation Department at 281-275-2885.