

Prairie Village Owners Association Central Park Pavilion Questionnaire

This form must be filled out, submitted, and approved in writing **PRIOR** to events being held or scheduled in Prairie Village.

Person Responsible/Sponsoring Event: _____

Contact Address _____

Phone _____ Cell _____ Other _____

Email Address _____

Purpose of the event: _____

When (Date and Time) will your event be held? _____

What structures will be temporarily put up for event? _____

How many people are you expecting for your event? _____

Who will be financially responsible for the event? _____

Who is setting up the event? _____

Who is responsible for the clean up? _____

A \$100.00 deposit is required for each event. Deposit is refundable provided the pavilion and park are cleaned up and there is no damage. Deposit is due at the time of application submittal. Make check payable to "Prairie Owners Association" and bring it to Flagstaff Management, Inc. at 900 Coffman Street, Ste D. Longmont, CO 80501.

Event Sponsors Signature

Date

Date received by Flagstaff Management, Inc. _____ Date Flagstaff Management, Inc. sent to Committee _____

Committee response: _____

Date sent back to Flagstaff Management, Inc. _____ Date sent to Event Sponsor _____