

# 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 2030 Terry St., STE 104 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 \_\_\_\_\_