

TOWN OF LITTLE ELM OUTDOOR SPECIAL EVENT APPLICATION

Return To: Town of Little Elm Director of Tourism & Communications 100 W. Eldorado Parkway, Little Elm, TX 75068	Phone: 214-618-3103 Email: tourism@littleelm.gov
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If an Outdoor Special Event is required in accordance with Town of Little Elm Codes and Ordinances, this application and any necessary attachments must be completed, signed, and forwarded to the Department of Parks and Recreation Special Events at least:

30 days prior if	Anticipated attendance is 499 or less (and/or) requires closing a minor neighborhood or park street (i.e. parking lot)
60 days prior if	Anticipated attendance is 500 – 1,000 (and/or) requires closure of a minor street with simple traffic control or traffic detour
90 days prior if	Anticipated attendance is over 1,000 (and/or) requires closure of a major roadway, intersection, or network of streets

Before an Outdoor Special Event Permit is issued, the below non-refundable administrative fee may be required. If a fee is required you will be **billed** by the Town of Little Elm after your application has been submitted. **You may call 972-731-3296 with payment as well.**

Type:	Admin Fee:
Event Permit Fee	\$75 (park rental fees apply)
An additional fee if the application is not complete and must be resubmitted	\$10
Late fee, less than 30 days before the event	\$25 (plus event fee of \$75)
Event held on public streets/sidewalks/right-of-way's requiring road closures	\$100

REVIEWAL PROSSES: Once submitted, applications are typically reviewed within 14 business days. We appreciate your patience during this time. Someone will be in touch regarding your application soon.

TOWN OF LITTLE ELM NOTES: ☐ **Approved** ☐ **Denied**

Notes: _____

TOLE REP INTIALS: _____

1. Application Information:

Full Legal Name of Sponsoring/Producing Organization (Applicant):		Is the organization a 501 or non-profit organization? ☐ Yes / ☐ No	
		If yes, what is the 501 designation? _____ (Proof of certificate may be required)	
Street Address:			
City, State, Zip:			
Billing Address (if different from above):			
City, State, Zip:			
Applicant Contact:		Secondary Contact: Must be on-site during the event:	
Name:		Name:	
Title:		Title:	
Birth Date:	On-site Phone Number:	Phone:	On-site Phone Number:
Email:		Email:	
Organization/Event Website:			

2. Event Information:

Event Name: _____

Event Description: _____

Have you hosted this event in the past? ☐ Yes ☐ No

If yes, please list past dates and locations below:

Past Event Location: _____

Past Event Location: _____

Past Event Location: _____

Current Event Detail Continued:

Event Date(s)	Setup Time:	Event Start Time:	Event End Time:	Breakdown Time:

Event Location: Please check below the rental space of interest:

Little Elm Park:

- ☐ Playground Pavilion
 ☐ Beach Pavilion
 ☐ Amphitheater
 ☐ Beach Volleyball Courts
 ☐ Playground Volleyball Courts

Cottonwood Park:

- ☐ Playground Pavilion (A or B)
 ☐ Performance Pavilion
 ☐ Pavilion C (next to Performance Pavilion)
 ☐ Lighthouse Pavilion (D)
 ☐ Day Use Pavilions (smaller)

Other Parks:

- ☐ McCord Park
 ☐ Splash Pad Pavilion
 ☐ Beard Park Pavilion

*Events held on the Town of Little Elm Park property require a park reservation and/or a Special Use Permit that may have additional fees. Please familiarize yourself with the Park Rental Information and Little Elm Park Rental Application / Policy to understand the conditions, limitations, and fees for events on Park's property. Please contact the Parks and Recreation Department at 972-731-3296.

Will your event be fully or partially held in Little Elm Park? ☐ Yes ☐ No

Is the event open to the public or private? ☐ Public ☐ Private

*Certain areas of the park cannot be completely blocked off

Event Admissions/Entry Fee: Please check below all that apply:

- ☐ Free & open to the public
 ☐ Ticketed: \$
 ☐ Participation Fee: \$
 ☐ Private Event

Type of Event: Please check all that apply:

- ☐ Ceremony
 ☐ Charity Event
 ☐ Community Event
 ☐ Concert/Performing Arts
 ☐ Festival/Fair
 ☐ Market
 ☐ Parade/Procession
 ☐ Softball
 ☐ Soccer
 ☐ Baseball
 ☐ Triathlon/Marathon
 ☐ Boating/Rowing
 ☐ Bicycle
 ☐ Swim
 ☐ Volleyball
 ☐ Fishing
 ☐ Family Reunion
 ☐ Run/Walk (*no color runs permitted)

Total Expected Daily Attendance: Please check below, indicating the total number of attendees, including participants and spectators:

☐ 0-100
 ☐ 101-150
 ☐ 151-250
 ☐ 251-500
 ☐ 501-1,000
 ☐ 1,001-5,000
 ☐ 5,000+

Event Entertainment: Will your event have entertainment vendors? Please check all that apply:

☐ Live Music/Band
 ☐ Speeches/Presentations
 ☐ Bounce Houses
 ☐ 3rd Party Market Vendors

3. Event Setup *Site Map Required for All Events*

Site Map Required: Please attach an overview map outlining your event plan/route on an 8.5" x 11" piece of paper. Include all equipment setup and measurements. If a beer garden or alcohol service area is part of your layout, attach an additional map that depicts fencing, area dimensions, entrances, exits, and maximum intended capacities. Please contact the Fire Marshal's Office at 214-975-0417 if you need assistance. A detailed description **MUST** be attached to this map.

*Include: street names, fencing, barriers, barricades, 24' fire lane, fire extinguishers, staging, bleachers, cooking tents, sponsor tents, general assembly tents, cooking areas, generators, vehicles, beer gardens, bounce houses, entertainment, first aid facilities, portable restrooms, routes with directional arrows, start and finish lines, the directional arrow pointing north, etc.

Tents: A permit is required from the Department of Development Services and the Fire Department for tents larger than 400 sq. ft. or occupancy of over 50 people. ***A separate permit is required through the Department of Development Services**

If applied, please fill out the below tenting and entertainment information:

Commercial Tents:  Yes ☐ No ☐	
Size:	Number of Tents:
Provider:	Contact & Phone Number:
Pop-Up/EZ Up Tents:  Yes ☐ No ☐	
Size:	Number of Tents:
Provider:	Contact & Phone Number:
Inflatable Rides & Amusements: Yes ☐ No ☐	
*Insurance of \$1,000,000 from vendor is required with the Town of Little Elm listed as an additional insurer. *Slip-n-slides, water balloons or water-based inflatables are NOT allowed in the park.	
Size:	Number of Inflatables:
Provider:	Contact & Phone Number:

Does your event need power? ☐ Yes ☐ No

Please describe your plan to provide power for the event. Access to power may be an additional fee.

Portable Restrooms: The event organizer is required to provide portable restrooms if sufficient public facilities are not available. It is recommended that a minimum of (1) portable restroom is provided per 150 people during peak event hours. 10% should be ADA-accessible. If alcohol is being served, a minimum of (1) portable restroom is recommended per 75 people during peak event hours.

Portable Restrooms: ☐ Yes ☐ No	
How many standards?	How many ADA?
Provider:	Contact & Phone Number:
Delivery Day/Time:	Pick-up Day/Time:

4. Tournaments

If you are planning a sporting tournament of any kind, schedules/brackets are due no less than 3 days before the start of the tournament. Schedules will need to be detailed, including each field and start/end times for play on each field. Any specific designs or field dimensions will need to be sent to the Athletics and Aquatics Supervisor no later than 7 days before the start of the tournament for approval. In case of inclement weather, contact information will need to be provided.

Tournament Location: Please check below the rental space of interest:

- ☐ Soccer Fields (LE Park) ☐ Softball Fields (LE Park) ☐ Sand Volleyball Courts
☐ Lakeside Sports Complex ☐ Cottonwood Sports Complex ☐ Pickleball/Tennis Courts
☐ McCord Park Disc Golf ☐ Turf Multipurpose Field

Will you need lights? ☐ Yes ☐ No

Organization Name:		Have you hosted a tournament in Little Elm before? Yes ☐ / No ☐	
Street Address:			
City, State, Zip:			
Billing Address (if different from above):			
City, State, Zip:			
Coordinator Contact:		Secondary Contact: Must be on-site during the event:	
Name:		Name:	
Title:		Title:	
Phone Number:	On-site Phone Number:	Phone:	On-site Phone Number:
Email:		Email:	
Organization/Event Website:			

5. Food and/or Vendors

Will you have food at your event? Yes ☐ No ☐

If yes, please check all that apply: ☐Event Catered ☐Cooking on Site ☐Picnic Food ☐Food Trucks

Food Vendors Information: please indicate the **number** of food and beverage vendors for your event below:

Food Vendors in Tents: Food Trucks Vendors: Beverage Vendors:

Merchandise/Market Vendors: On-site Sponsor Displays:

Please provide a list of your vendors below and indicate the following for **EACH** vendor: You may submit this information as a separate document.

- a) Type of Vendor (food, beverage, merchandise)
- b) Business/Organization Name
- c) Mailing Address
- d) Contact Person
- e) Phone Number
- f) Email Address
- g) Goods Sold

*If you have merchandise, food, or beverage vendors selling goods at your event, please contact the Town of Little Elm Permits Department at 972-377-5541 or visit the Little Elm Environmental Health webpage for Temporary Food permits and Requirements.

*If you're planning to provide food to the general public, the Town of Little Elm Health Department Temporary Food Service Permit may be required for each food vendor or sales/serving location. The Temporary Food Service application and fee are due at least 14 business days prior to the event. Please contact the Town of Little Elm Health Department at 972-377-5541 for more information. Please note: Food vendors and food trucks are not guaranteed to be approved

*The Town of Little Elm Fire Marshal's Office may conduct an on-site inspection of food vendors cooking on-site. On-site inspections will be scheduled by the Fire Marshal's Office.

6. Alcohol

The sale, service and consumption of alcoholic beverages are subject to Texas Alcohol and Beverage Control (TABC) regulations, licensing, and permit requirements. Special Three-day Wine and Beer permits are required for a special event at which spirits, beer, or wine is sold by the drink. A minimum of 2 police officers are required for events serving alcohol. For more special event TABC information visit TABC Permits web page or call 817-652-5912.

Is a non-profit organization providing alcohol services? ☐Yes ☐No

If yes, please indicate name of non-profit organization: _____

If no, please indicate name of alcohol service provider: _____

Alcohol Service Area or Beer Garden Days, Dates & Hours:

Date:	Setup Time:	Service Start Time:	Service End Time:	Breakdown Time:
Date:	Setup Time:	Service Start Time:	Service End Time:	Breakdown Time:

7. Street, Highway, Right-of-Way Use

Barricades, traffic cones, “No Parking” signs, message boards, etc. may be required by the Public Works (Traffic Engineering) Department as part of the Traffic Control Plan. Required materials are the expense of the permit holder and are not included in the Special Event Permit Administrative Fee. Permit holder will need to use an outside contractor to rent required equipment. Special events may require the use of police officers for crowd and/or traffic control. These needs will be advised by the Town of Little Elm Police Department and Public Works – Traffic Engineering.

Do you plan to block off any part or all of a street? ☐ Yes ☐ No

Will your event create any traffic delays or disruption? ☐ Yes ☐ No

Please describe your street use. List days, hours, street names, etc.: (If closures vary by date/time & location, describe in detail) - see section 3 above for site map requirements. This includes 5Ks, 10Ks, runs and triathlons. _____

8. Amplified Sound

Section 70-55 of the Town of Little Elm Code prohibits musical performances between the hours of 10:00 p.m. and 8:00 a.m. Sunday-Thursday and 11:00 p.m. and 8:00 a.m. on Friday and Saturday if the sound is plainly audible at a distance of 50 feet or more. You may be entitled to an exemption from certain restrictions of the Little Elm Noise Ordinance, provided this permit is issued and the use of amplified sound does not exceed the permitted hours of the outdoor special event. In no event shall any sound be amplified past 11:00 p.m. All music must be family friendly. No obscene wording or content is allowed. Any DJs will need to be approved and must provide \$1 Million insurance policy with the Town of Little Elm listed as an additional insurer.

Are you planning on having a DJ/Live Music? ☐ Yes ☐ No

Date:	Start Time:	End Time
Date:	Start Time:	End Time:

9. Fire Marshal's Office

If your event is open to the general public or anticipated attendance could exceed 1000 please answer the below questions.

Special Events may require Fire permits. The cost of these permits is not included in the Special Event Permit Administrative fee. Fire permits may be required for tent/canopies, open flame cooking (with propane, charcoal or wood), fireworks, and other uses. This section is required to assist with complying with the requirements of the Little Elm Fire Prevention Code for completing a Fire Evacuation, Fire Safety and Public Safety Plan. Please contact the Fire Marshal's Office at 214-975-0417, or visit the Town of Little Elm Fire Marshal's web page if you need assistance with answering the below questions.

Please provide the below information:

- A. In the case of an emergency, how will event attendees safely exit the event site? (Ex: open gates, openings in fence, or event has no perimeter barriers)

- B. In the case of an emergency, how will emergency vehicles enter and exit the event site? (Ex. describe appropriate route into the event site)
- C. In the case of an emergency, what employees must remain on-site to operate critical equipment before evacuating? (EX: cooking staff, fireworks / explosive staff)
- D. In the case of an emergency, what procedures will be done to assist with the rescue of persons unable to use the general means of egress? (Ex: event staff will assist, event security will assist, dedicated volunteers will assist)
- E. In the case of an emergency, how will event attendees be notified to relocate or evacuate? (Ex: stage announcements, word of mouth, announcements utilizing amplified sound)
- F. In the case of an emergency, how will the fire department or designated emergency response organization be alerted? (Ex: call 911 from cell phone, radios, public safety personnel is on-site)
- G. Please provide a list of major fire hazards associated with the event. (Ex. cooking operations, fireworks, explosives)

INCLEMENT WEATHER EMERGENCIES:

In the event of Inclement Weather Emergencies in the area of the event (Ex. Severe Thunderstorm Warning, Tornado Warning, or other Hazardous Weather Warning) any outdoor event must activate an emergency plan. This plan must clearly identify the person(s) and contact information for event staff that will be on-site and is authorized to make command decisions related to emergencies. The event must always have a person on-site who can make command decisions about the delay, postponement or cancellation of the event. ****CANCELLATIONS must be made by 11:30 AM the Thursday prior to the event and must be due to severe weather in order to get partial or full refunds. Please refer to the cancellation policy on page 10.**

10. Fire & Emergency Medical Services

If your event requires on-site Fire Department apparatus, medical assistance or first response providers standing by, contact the Little Elm Fire Department at 214-975-0420 or visit the Little Elm Fire Department's webpage. The point-of-contact is the Department's Assistant Fire Chief. The Little Elm Fire Department will assist with event assessment if needed. Note: The Little Elm Fire Department may decide your event needs staff/equipment based on event details.

If yes, please check below indicating the services that will be provided by:

- | | |
|--|---|
| ☐ Little Elm Fire Apparatus and Personnel | ☐ Little Elm EMT Apparatus and Personnel |
| ☐ Private Provider for Specialty Services:
Name of Provider: _____ | ☐ Other: _____ |

Please provide the reason for the requested Little Elm Fire or EMS Apparatus and Personnel: _____

11. Security

If your event includes serving/selling of alcohol, a security plan is required. Please describe your security plan: Events on Town property require security guard locations indicated on site map for review and approval. Anything other than beer and wine, require fencing and police officers. Town of Little Elm may require for events without alcohol.

Please check indicating security service providers:

☐Volunteers ☐Off-Duty Police Officers ☐Sheriff's Deputies ☐Private Security (Certified)

If private security, please the following information:

Company Name:	Phone Number:
Contact:	On-site Contact Phone Number:
Email:	Company Website:

12. Parking

Note: From April 1 to Labor Day, a \$10 per car fee is charged to park in Little Elm Park. Season passes are available for residents (\$25) and non-residents (\$75) at Little Elm Recreation Center.

How will guests get to/from your event? ☐Personal Vehicles ☐Shuttle/Satellite Parking ☐Other: _____

Where will guests park?

☐On-site/Public Parking ☐Reserved/VIP Parking ☐Satellite Parking
☐Private Property (property owner's written permission) ☐Other:_____

Is on-site parking coordination required? ☐ Yes ☐ No

If so, who will be directing guests to park? ☐Volunteers ☐Sheriff Deputies ☐Event Staff

13. Trash & Recycling

Permittee shall remove all litter caused by the event. The Town of Little Elm is a Leave No Trace city and requires vendors and organizers for festivals, special events, and official gatherings to provide trash containers at events where beverages in cans and/or bottles are sold. Local waste companies offer recycling services as well. **Event deposits are directly linked to whether or not the area is clean.**

Will you be managing your own waste and recycling? ☐Yes ☐No

Will you be using an outside vendor? ☐Yes ☐No

Name of Provider: _____

14. If the event is OVER 1,000 in Attendance, Please Provide the Following Information:

Public Safety Plan: For events that anticipate over 1000 people, Fire/EMS and Security (Police, Sheriff or Private Security) may be required. In most cases, one police officer is required per 500 people. If five officers are required, then a supervisor will be required as well. Describe in detail, a plan that will address items including, emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas, the directing of both attendees and vehicles (including the parking of vehicles), and the need for the presence of law enforcement, Fire and EMS personnel at the event. If you need assistance with developing the plan, please contact the Little Elm Fire Marshal's Office at 214-975-0417.

Communication Plan: The event applicant is responsible for coordinating all neighborhood communications efforts to include residents, civic associations, and businesses affected by the event. The Communication Plan must be completed 14 days prior to your event. This plan is only if a neighborhood is affected by the event. Please describe your Plan. If you need assistance with developing this plan, please contact the Tourism & Communications Department at 214-618-3103.

Please check all that apply in identifying how event information will be distributed:

- | | | | |
|---------------------------------|----------------------------------|---------------------------------------|-------------------------------|
| ☐ Mailer | ☐ Flyer | ☐ Email | ☐ Door |
| ☐ Hanger | ☐ Signage | ☐ Other: _____ | |

15. Insurance

If your special event is held on public property, the permittee shall at its own cost and expense pay all required premiums and fees required to furnish the Town with an insurance policy or policies for property damage and bodily injury showing out of any one accident or other cause in a sum of not less than **\$1,000,000 combined single limit or in the amount specified by the Town Risk Management Division.** The Town of Little Elm must be listed as additional insured. Address for the Town of Little Elm is 100 W. Eldorado Parkway, Little Elm, Texas 75068. Additionally, if alcohol is to be served, host liquor coverage will be required. Failure to provide a Certificate of Insurance to the Town may result in the cancellation of the Outdoor Special Event.

Please email your proof of insurance to: tourism@littleelm.gov

16. Cancellation Policy

In the event of a group cancellation occurring more than 30 days prior to the event start date, liquidated damages in the amount of the \$75 event permit fee will be due.

In the event of a group cancellation occurring less than 30 days prior to the event start date, liquidated damages in the amount of 50% of the event fees will be due.

In the event of a group cancellation occurring less than 5 days prior to the event start date, liquidated damages in the amount of 100% of the event fees will be due.

In the event of a group cancellation occurring due to inclement weather, cancellations must be made no earlier than 48 hours prior to the event date. The group can reschedule the event based on availability or receive a 50% deposit refund.

The Town of Little Elm has the sole right to cancel the tournament due to weather, utilizing the Perry Weather Application. If the Town of Little Elm cancels the event, the group can reschedule the event based upon availability or receive a 100% deposit refund for canceled days.

Signature, Certification & Release:

I certify that I am an authorized representative of the applicant, and the information that I have provided on this application and any attachments is true and accurate to the best of my knowledge. If this application is submitted electronically, I will submit any necessary attachments electronically or by hardcopy to the Department of Parks and Recreation Attn: Special Events Manager, using the Contact information on page 1 of this form. If the event plans change, I will submit a revised application or additional information accordingly.

Permittee shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the Town, its officers, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees, including permittee's invitees.

I acknowledge that all information contained in this application is subject to public disclosure and that the Town has the right to cancel any event on public property when it is necessary to protect the health and safety of the general public.

Name and Title (if any) of Person Signing on Behalf of Applicant:

Date:

☐ By checking this box as an electronic signature, I agree on behalf of the applicant to all the terms and conditions that may apply to the Special Event permitting process and agree that all information contained in this application is true and correct to my knowledge.

All documents received by the Parks and Recreation Department are public documents and subject to public disclosure in accordance with the Town of Little Elm and the State of Texas.

Outdoor Special Event Point-of-Contact:

Tourism & Communications Department.....	214-618-3103
Development Services and Permits	214-975-0439
Fire Department	214-975-0429
Marshal's Office	214-975-0417
Parks and Recreation Department	972-731-3296
Police Department – Traffic	214-975-0441
Public Works-Traffic Engineering	972-377-5559
Aquatics Supervisor	972-731-1466
Texas Alcoholic Beverage Commission	817-652-5912
Little Elm Health Permits	972-377-5541

Once completed, please save this application to your computer and email it to tourism@littleelm.gov for review.

Park Event Restrictions

Any event which includes or promotes the following will not be permitted:

- Promoting illegal activity
- Promotion of hostility or violence
- Solely designed to promote private business/industry
- Attack on ethnic, racial, or religious groups
- Personal attacks
- Promotion of sexual, obscene, or pornographic activities
- Promotion of violent, profane, hateful, or racist content or ideas The Town of Little Elm reserves the right to deny any event submission.



Town of Little Elm Special Event Fees:	
Special Event Permit Fee	\$75.00
Additional fee if the application is not complete and must be resubmitted	\$10.00
Late fee, less than 30 days before the event	\$25.00
Little Elm Streets Department Fees:	
Public Works Supervisor	\$45.00/hour (2-hour minimum)
Public Works Employee	\$40.00/hour (2-hour minimum)
Traffic Control Plan Review	\$300.00
Little Elm Police Department Fees:	
Police Supervisor	\$70.00 /hour (4-hour minimum)
Police Officer	\$60.00/hour (4-hour minimum)
Utility Vehicle	\$20.00/hour
Personal Watercraft Rental	\$25.00/hour
Watercraft Rental	\$50.00/hour
*Police vehicles cannot be utilized without hiring an officer.	
Little Elm Fire Department Fees:	
Fire Personnel Standby	\$50.00/hour (4-hour minimum)
Fireworks Discharge Permit (includes inspection)	\$250.00
Flame Effect, Theatrical Performance/Open Flame Permit	\$150.00
Fire/EMS Supervisor	\$50.00/hour (4-hour minimum)
Paramedic/EMT (minimum of 2 people, includes equipment)	\$50.00/hour (4-hour minimum)
Fire Apparatus Fee	\$135.00/hour
Little Elm Parks Maintenance Department Fees:	
Field Prep Fees:	
Beach prep fee *equipment included	\$100.00
Sand volleyball prep fee	\$50.00/court
Ballfield prep fee	\$50.00/field (1 time per day)
Multipurpose field prep fee	\$50.00/field
Trash & Cleaning Fees:	
Bags	\$35.00/case
Restroom cleaning & park attendant *multiple cleanings may apply	\$25.00/cleaning
Parks Maintenance Staff & Equipment Fees:	
Parks Supervisor *equipment included	\$45.00/hour (2-hour minimum)
Maintenance Staff *equipment included	\$40.00/hour (2-hour minimum)
Beach Tech	\$50.00/hour
Bucket Truck	\$35.00/hour
Fence Panels	\$2.00/panel
Amphitheater green room and access to 220v	\$100.00
Electricity (vendors)	\$100.00 (1-20 vendors) \$200.00 (21 or more vendors)
Little Elm Recreation Department Fees:	
Sand Volleyball Courts- Little Elm Park	\$15.00/hour resident \$25.00/hour non-resident
Softball/Soccer Fields- Little Elm Park	\$30.00/hour resident \$50.00/hour non-resident \$20.00/hour lights
Softball/Baseball Field/Volleyball/Soccer Tournament – Little Elm Park	Contact the Little Elm Tourism Department at tourism@littleelm.gov
Baseball Fields (Turf Infields)– Cottonwood Sports Complex	\$35.00/hour resident



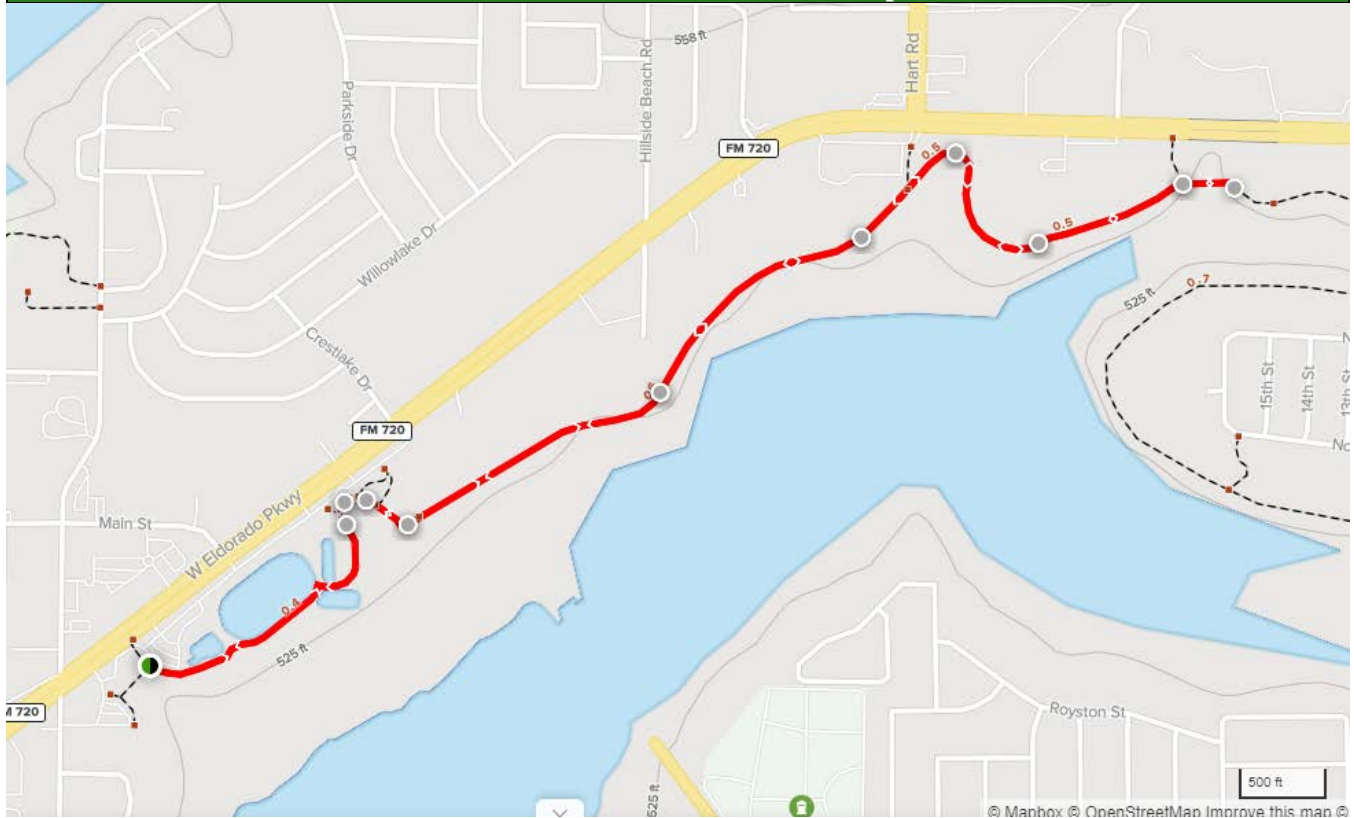
	\$75.00/hour non-resident \$20.00/hour lights
Softball Fields (Turf) – Lakeside Sports Complex	\$35.00/hour resident \$75.00/hour non-resident \$20.00/hour lights
Softball Practice Field (Turf) – Lakeside Sports Complex	\$35.00/hour resident \$75.00/hour non-resident \$20.00/hour lights
Softball/Baseball Field Tournament – Lakeside/Cottonwood Park	Contact the Little Elm Tourism Department at tourism@littleelm.gov
Marion Football Field/Multipurpose Field	\$50.00/hour resident \$30.00/hour non-resident
Pickleball/Tennis Courts	\$15.00/hour resident \$25.00/hour non-resident
Pickleball/Tennis Courts Tournament	Contact the Little Elm Tourism Department at tourism@littleelm.gov
Little Elm Special Event Fees:	
Alcohol Permit Fee *TABC permit not included	\$500.00
Event Fee *over 250 people	\$500.00
Amplified Sound/DJ Fee	\$100.00
Bounce House Rental Fee	\$50.00
Portable Restrooms	\$70.00/Unit
Event Deposit *Leave No Trace	\$250.00 (1-250 people) \$500.00 (251-500 people) \$1000.00 (501 and up)
Little Elm Park Facilities Fees:	
Park Rental Fee (Little Elm Park, Cottonwood Park, McCord Park, Beard Park)	\$100.00-\$500.00/ dependent on the additional rental space needed
Park Rental Fee (Little Elm Park & Cottonwood Park: 500 & Up People)	\$2,500.00
Little Elm Park Playground Pavilion (2-hour minimum)	\$40.00/hour resident \$80.00/hour non-resident \$250.00 deposit
Little Elm Park Beach Pavilion (2-hour minimum)	\$30.00/hour resident \$60.00/hour non-resident \$250.00 deposit
Little Elm Amphitheater (4-hour minimum)	\$60.00/hour resident \$85.00/hour non-resident \$250.00 deposit
McCord Park Disc Golf Course	\$200.00/tournament
Splash Pad Pavilion (2-hour minimum)	\$20.00/hour resident \$40.00/hour non-resident \$100.00 deposit
Beard Park Pavilion (2-hour minimum)	\$20.00/hour resident \$40.00/hour non-resident \$100.00 deposit
Cottonwood Park Playground Pavilion (A or B) (2-hour minimum)	\$60.00/hour resident \$80.00/hour non-resident \$250.00 deposit
Cottonwood Park Performance Pavilion (2-hour minimum)	\$60.00/hour resident \$80.00/hour non-resident \$250.00 deposit
Cottonwood Park Pavilion C (next to Performance Pavilion) (2-hour minimum)	\$60.00/hour resident \$80.00/hour non-resident \$250.00 deposit

Cottonwood Park Lighthouse Pavilion (2-hour minimum)	\$100.00/hour resident \$120.00/hour non-resident \$250.00 deposit
Cottonwood Park Day Use Pavilions (smaller)	\$120 (8 am-12 pm, 12:30 pm-4:30 pm, or 5-10 pm) \$300 (Full Day)
Weddings	Contact the Little Elm Tourism Department at tourism@littleelm.gov
Little Elm Development Services Fees:	
Temporary Health Permit	\$25.00/per vendor

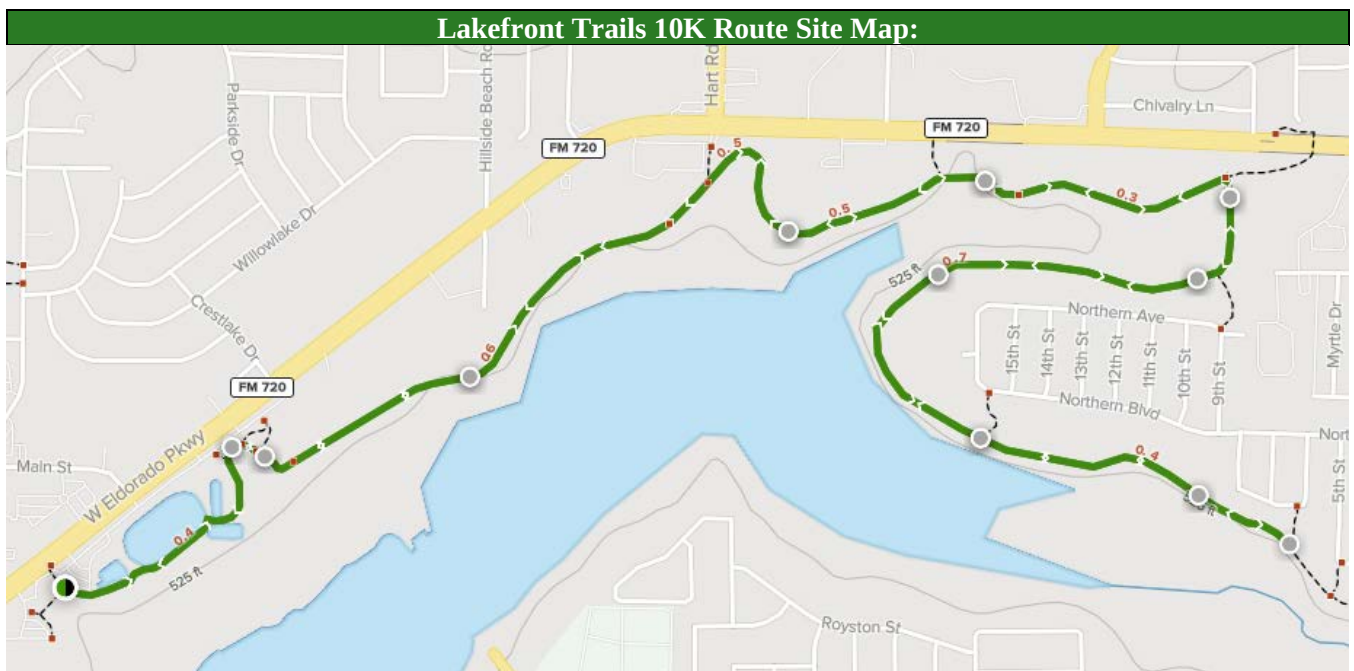
Little Elm Park Site Map:



Lakefront Trails 5K Route Site Map:



Lakefront Trails 10K Route Site Map:



Cottonwood Park Playground Site Map:



Cottonwood Park Amphitheater Site Map:



Cottonwood Park Lighthouse Site Map:

