



## Steps for Hosting a Disc Golf Tournament at The Colony's Bill Allen Memorial Park Disc Golf Course

1. Contact The Colony Parks & Recreation Department to check on availability of the date that you are wishing to hold your tournament. You can contact **play@TheColonyTX.gov** or call (972)625-1106.
2. Submit an official usage request for the BAMP Disc Golf Course at <https://www.thecolonytx.gov/FormCenter/Parks-and-Recreation-11/Park-Usage-Release-Form-103>
3. If your date is available, you will need to pay a \$150 rental fee to secure and hold your date. The fee for utilizing the course is \$2/participant, so the \$150 payment covers your event for up to 75 participants. All fees are subject to the department's refund policy in the case of cancellation.
4. The city requires the hosting organization to provide at least \$1,000,000 in general liability insurance naming the City of The Colony as additional insured.
  - a. On the insurance certificate please list the city as City of The Colony, 6800 Main Street, The Colony, Texas 75056.
  - b. If needed, the park address is Bill Allen Memorial Park, 5900 Carroll Drive, The Colony, Texas 75056.
  - c. The insurance certificate needs to be submitted to Parks & Recreation at least 2 weeks prior to the date of your tournament.
5. At the conclusion of your event, please follow up with Parks & Recreation to report the final number of participants in your tournament and pay the \$2/participant for any number over 75.
6. Please be sure to leave the park at least as clean as you found it. Failure to clean up after your event could result in losing the opportunity to host future tournaments at the BAMP Disc Golf Course.