



President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Director: \_\_\_\_\_

5. Name, address, phone number, fax number, and e-mail address of the person(s) principally responsible for the planned activity:

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6. Describe the planned event in detail, include any participant fees, and a complete list/itinerary of activities, (attach separate sheet, if necessary):

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7. Attach event boundaries map and detailed diagram of event site plan.

8. State the number of people who are expected to attend the activity (per day, if multiple day application).

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9. Parking plans (Note: If special signage will be used to direct event participants to parking, list under #21):

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10. Security for the event will be provided by:

Volunteers    Private Security (attach contract)    Requesting Parks Assistance

11. Who will limit persons attending the event to ticket holders (if applicable)?:

Volunteers    Private Security (attach contract)    Requesting Parks Assistance

12. If alcohol event, attach liquor license permit (application initially, with permit to follow, if necessary):

You are providing training to volunteers/event staff selling and monitoring alcohol purchases and consumption during event.

If not, how shall you monitor sales and consumption of alcohol?

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13. How will you eject unruly or drunken persons at the event?

Volunteers    Private Security (attach contract)    Requesting Parks Assistance

14. What utilities does the event require?                      Electric    Water    Other

15. Are necessary utilities available at the location?    Yes    No    Unsure

16. Are sufficient sanitary facilities available at the location?    Yes    No

If answer is no, how many:

Additional port-a-johns do you propose supplying? \_\_\_\_\_

Waterless/handwashing stations do you propose supplying? \_\_\_\_\_

17. What date do you agree to restore the location to the condition in which you found it?

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18. Does your event include sound amplification?    Yes    No

If yes, attach noise permit.

19. Will any items be sold at the event?                      Yes    No

Will any solicitation take place at the event?                      Yes    No

If the answer to either of these questions is yes, provide each vendor's complete contact information, including name, address, phone number, and e-mail address

20. Will any food be sold at the event?                      Yes    No

If yes, provide each vendor's complete contact information, including name, address, phone number, and e-mail address.

21. Will special signage be utilized?                      Yes    No

Any property other than County-owned requires property owner permission (attach copies of written authorization).

Sandwich-Type Signs - List # & Locations: \_\_\_\_\_

Election-Type Signs - List # & Locations: \_\_\_\_\_

22. Temporary Event Apparatus (check all that apply):

Tent(s)      Portable Stage      Bleachers      Installed Fencing

Other: \_\_\_\_\_

23. Payment of all fees and use charge(s), including estimated percentage fees, is required upon approval of permit. Any permit is void until fees are paid. Payment of the balance must be made no later than two weeks following the closing of the event. Payment of the balance must be accompanied by appropriate records verifying the amount of the gross profit.

24. Applicant hereby agrees that all activities undertaken by the applicant and those who use Park facilities shall be in conformance with all applicable rules, policies, and procedures of the Commission, and all state statutes and local ordinances (including those ordinances governing noise, disturbances of the peace, and curfew), which are presently in effect or which may be put into effect during the event.

25. Applicant understands and agrees to comply with all reporting requirements and final payment within 30 days from the scheduled event. Failure to comply within 30 days shall place the applicant in default status. Further, it is understood that in the event an applicant is placed in default status, the applicant will be denied any other special event permit(s) for a period of at least 18 months from the date of final payment and/or default resolution.

\_\_\_\_\_  
Applicant/Representative

\_\_\_\_\_  
Park Ranger

\_\_\_\_\_  
Applicant/Representative

\_\_\_\_\_  
Parks & Recreation Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_