




Special Event Proposal Form for Use of Town Property

	H/H #
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Complete and return to Parks and Recreation at least 4 months prior to the proposed date of the event.

After this form is reviewed, if the proposal for a special event is approved, you must then complete an Application for a Special Event, pay all required fees, and provide proper insurance at least 3 months prior to the proposed date of the event in order for a Special Event Permit to be issued.

Please Note: Completing this form does not give your organization approval to hold an event on Town property, such as parks, BOE grounds, and other. This is only a preliminary form outlining the type of event proposed.

The Town reserves the right to control and coordinate the schedule and dates of proposed special events according to the best interests of the Town and its resources.

EVENT INFORMATION

Type and/or Name of Event:

Will a fee be charged:

How much:

Sponsoring Organization:

Choose one:

Name of Responsible Adult:

Address:

City:

State:

Zip Code:

Email address:

Phone number(s):

Park or Facility Name:

Description of Event Area:

Date(s) of Event:

Time(s) of Event:

Set-up and Clean-up time needed:

Estimate Total event Attendance:

Estimate largest number of people at the event at the same time:

EVENT ACTIVITIES

Description of Event activities:

Will there be tents?

If yes, #:

Size:

Type:

Will there be items that need power?

If yes, #

Will there be food?

If yes, type of vendor:

Will there be rides?

Will there be alcohol?

Will there be animals?

Will there be portable restrooms?

How many?

Will there be additional trash / recycle bins?

Will there be additional dumpster (s) for trash?

Will there be riser platforms for stage?

Will there be other vendors?

If yes, types of vendors:

Which parking areas do you wish to use?

EVENT LAYOUT: A preliminary map of the Event layout must be submitted with Application for Special Event

For office use only: Date Proposal Submitted: ___/___/___ Event approved ___ not approved ___ Reason: _____

Recreation Superintendent Signature: _____ Assigned to: _____