

Date of Request: _____

Applicant's Name: _____

Organization Affiliation (If Applicable): _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

Nature/Title of Event: _____

Date of Event: _____

Hours of Event: _____

Expected Number in Attendance: _____ Expected Number of Spectators: _____

Electrical Service Required? _____

Please note the City is not responsible for providing any extension cords.

Should a **gate or electrical access key** be required for the event, attend the Engineering & Operations office at 1116 Herring Gull Way to obtain key(s) prior to the event. A **\$20 cash deposit** is required and will be refunded upon return of key(s). Any and all call out costs incurred by the City, including provision of keys after regular office hours, will be the responsibility of the organizer(s).

Please be reminded of the following:

- Organizers of event are responsible for ensuring that the area used is left in the condition it was found, including removing garbage to the bins provided.
- There is a zero-tolerance of alcohol consumption policy in effect in all City Parks.
- Dogs are welcome in the park, but must be on a leash at all times, and owners are responsible for picking up after them.

Events expected to include more than 100 persons are required to have a Special Events permit which may be obtained from the City Hall offices at 100 Jensen Avenue East.

Office Use Only: Request added to Special Events spreadsheet? _____

Date confirmation letter sent to applicant? _____

Electrical service key picked up? _____