

Date of Request: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Organization Affiliation (*If Applicable*): \_\_\_\_\_Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_  

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Nature/Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Expected Number in Attendance: \_\_\_\_\_ Expected Number of Spectators: \_\_\_\_\_

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.***

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Office Use Only:	Request added to Special Events spreadsheet?	_____
	Date confirmation letter sent to applicant?	_____
	Electrical service key picked up?	_____