

# Fort Wayne Parks & Recreation

## Special Event Application

Today's Date \_\_\_\_\_

**Responsible Contact Person/Event Coordinator:**

Name (print) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_ alt. phone # \_\_\_\_\_

**Organization Producing Event (if applicable)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ alt. phone# \_\_\_\_\_

**Name (Type) of Event:** \_\_\_\_\_

**Requested Location of Event:** \_\_\_\_\_

**Date and Times of Event:** \_\_\_\_\_

**Projected Attendance:** \_\_\_\_\_

**\*\*PAYMENT MUST ACCOMPANY SUBMITTED APPLICATION TO OFFICIALLY RESERVE PARK\*\***

Accepted Payment Methods: Cash/Check/Money Order made out to "Board of Park Commissioners

Credit Card (Visa/MC/Discover) # \_\_\_\_\_ EXP \_\_\_\_\_ CVV (on back) \_\_\_\_\_

## Special Event Requirements & Guidelines

- Reservation of one or more park pavilions depending on the size of your event. To reserve a pavilion please contact FWPRD at (260) 427-6000.
- Traffic Control/Security to ensure safety of event participants and other park patrons.
- Removal of trash/event signs/ etc. from park grounds.
- If any items are being sold a Parks & Recreation vending permit is required (\$35/daily, \$280/annual).
- If any tents will be setup please contact the FWPRD Special Events Coordinator at (260) 427-6003 as a tent permit may be required.
- Depending on event size, extra restrooms & trash removal may be required at the responsibility of the event organizer.
- Electricity may be available depending on park location. However, it is not guaranteed.
- A special event reservation does not give your event exclusive rights to the park. It gives your event permission to use the park.

**\*\* If you have questions please contact the Fort Wayne Parks & Recreation Special Events Coordinator at (260) 427-6003\*\***

\*I acknowledge I have read and agree to above requirements/guidelines.

Signature: \_\_\_\_\_