



Electrical Assistance Special Event Request Form – Part A

Electrical Shop Business Hours are Monday thru Friday 7 a.m. to 3 p.m.

Contact Number: (937) 333-2593

Contact Person: Bill Landis or Frank Music

Name of Person/Organization Requesting Services: _____

Contact Name: _____ **Phone Number:** _____

Type of Event: _____

Date/Dates of Event: _____

Time of Event: _____

Location of Event: _____

As you were advised, electric is available **at no charge at designated parks**. When scheduling a special event or festival, please look toward **Burkham, MacIntosh, or Stuart Patterson** since electric is in more abundance at these parks. If you elect to have a festival where electric is not available or if additional capacity is required at the selected park, the rate charged for City of Dayton electrical services will be \$150 per labor hour. This covers the cost of **both** an electrician and the associated power generation. You may assume the cost will be a minimum of four hours: two hours for delivery and set-up and two hours for equipment return (assumes work will be done on overtime). To make sure we have the capacity to provide for your electrical needs, it is important we receive the preferred vendor, tent, stage, etc. layout (Part B) along with the necessary electrical demands for each (110, 220 single phase or three phase and amp draw) **no later than two weeks prior to the event date**. This should include all electric needs for all food vendors, stages, stage lighting and sound systems. Part B will be sent to you as needed based on information given on Part A.

At this time please provide the following information:

Estimated services / systems that will require electric. Please note - if this information varies significantly upon actual event date, we may not be able to meet expanded needs.

Give approximate number of each item below that applies.

_____ Food Vendors
_____ Sound Systems
_____ Stage Lighting
_____ Stages (if electric for more than lighting, sound systems are needed)
_____ Other _____
(e.g. Inflatables, balloon rides, etc.)