



SPECIAL EVENT REQUEST FORM

MAIL OR FAX FORM TO THE ABOVE LOCATION

APPLICANT INFORMATION

(Please Print All Information)

Name: _____ Organization: _____
Address: _____ City: _____ Zip: _____
Day Phone: _____ Evening Phone: _____ FAX: _____

EVENT INFORMATION

(Please Print All Information)

Name of Park / Facility: _____
Location of Park / Facility: _____
Type of Event: _____ Estimated Attendance: _____
Date(s): _____
Start Time: _____
End Time: _____
Set-Up Time: _____

REQUIREMENTS (Additional Fees Beyond Special Event or Park Rental Fees May Apply)

Please note which if any of the following amenities you will require:

Shelter _____ Restroom _____ Electricity _____ Water _____ Waste Collection _____
Where Available Where Available Where Available Trash Receptacles, etc.
See Attached Form

If any above checked, please describe your SPECIFIC needs

Will the public be charged an admission fee to your event? Yes _____ No _____

Will participants be charged an entry fee to participate? Yes _____ No _____

Applicant hereby agrees to be responsible for repairing any damage / loss to the park or equipment which may arise from the above mentioned event. Applicant agrees to hold the City of Dayton, Ohio free and clear from any and all liabilities, whether to person or property, as the result of negligence on the part of said individual or organization, or the acts of any of its employees, agents, or anyone visiting the event upon the invitation of said applicant. Applicant further agrees to adhere to all park rules which have been adopted by the City of Dayton, Ohio.

Applicant's Signature: _____ Date: _____

***NOTE: Fees must be paid two (2) weeks prior to reservation to guarantee use. FEES ARE NON-REFUNDABLE.**

Division of Street Maintenance - Office Use Only

Special Event (\$150.00 / event): _____ Park Rental (\$150.00 + \$50.00 / hour): _____
(for events that are open and free to the public) (for events that close the park or charge an admission fees)

Contract #: _____ Total Amount Due: _____ Date Balance Paid: _____

All requests for events for profit and events with alcohol MUST be approved by the Director of Public Works.

Director of Public Works: _____ Date: _____