

## SPECIAL EVENT PERMIT REQUEST

TYPE OF EVENT: Carnival \_\_\_\_\_ Other \_\_\_\_\_

Describe \_\_\_\_\_  
\_\_\_\_\_

Type of Sponsorship: Type A \_\_\_\_\_ Sponsored by Recreation Center  
Type B \_\_\_\_\_ Co-sponsored by Recreation Center  
Type C \_\_\_\_\_ Sponsored by Community Group

### PROPOSED DATES OF EVENT:

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_  
Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_  
Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

RECREATION CENTER \_\_\_\_\_ DISTRICT \_\_\_\_\_

Director \_\_\_\_\_ Phone \_\_\_\_\_

Area where Event will be held \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

COMMUNITY GROUP NAME \_\_\_\_\_

REPRESENTATIVE NAME \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

EVENT OPERATOR (From Department Approved List) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

List all ORGANIZATIONS or COMMUNITY GROUPS Involved:

\_\_\_\_\_ By \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Rides \_\_\_\_\_ Number of Games \_\_\_\_\_

**FEES:** Fees to be paid by Permittee or sponsors are set by the Board of Recreation and Parks Commissioners. Department employees shall not obtain fee waivers for any permits or licenses that are required.

**ADDITIONAL INFORMATION AND PERMITS NEEDED (to be on file at facility)**

_____ City Clerk Permit	_____ Electrical (layout diagram)
_____ Insurance Policy (\$1,000,000.00 minimum)	_____ Health Permit (layout diagram)
_____ Clean Up Deposit (\$500.00)	_____ ABC Permit
_____ Fire Permit (and layout diagram)	_____ Building Permit (layout diagram)

This form must be completed and returned for Region approval 45 days prior to the event. All applicable permits, fees, and proof of insurance are also due at this time.

**Additional Information Requirements:**

---

---

---

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recreation Director Signature

\_\_\_\_\_  
Park Maintenance Supervisor Signature

\_\_\_\_\_  
Recreation Supervisor Signature

\_\_\_\_\_  
Senior Park Maintenance Supervisor Signature

\_\_\_\_\_  
Principal Recreation Supervisor Signature

\_\_\_\_\_  
Principal Park Maintenance Supervisor Signature