

Park Use Application

Applicant Information	1. Name		2. Today's Date	
	3. Address		4. E-mail Address	
	5. City	State	Zip Code	6. Age _____ Under 21 _____ 21 or Over
	7. Day Phone #	8. Evening Phone #		9. Cell/Pager # 10. Fax #
	11. Company/Organization Name (if applicable)		12. Is this a company sponsored event? _____ Yes _____ No	
	13. Company Address/City/State/Zip		14. Company Phone #	15. Web Address
	16. Name of Alternate Contact Person		17. Alternate's Day & Cell Phone #	

Answer all questions completely.

Responsible Party	18. Will applicant be in attendance at this event? _____ Yes _____ No		19. Is applicant the responsible party for this event? _____ Yes _____ No	
	<i>If applicant is NOT the responsible party for this event, please complete items #20-29. If so, go to #30.</i>			
	20. Responsible Party's Name (on-site event supervisor)		21. Company/Organization Name	
	22. Address		23. E-mail Address	
	24. City	State	Zip Code	25. Age _____ Under 21 _____ 21 or Over
	26. Day Phone #	27. Evening Phone #		28. Cell/Pager # 29. Fax #

Answer all questions completely.

Event Information	30. Type of Event		31. Event Date(s) (include setup & cleanup):		32. Expected attendance per day
	33. Event Start Time (include set-up)		34. Event End Time (include clean-up) (NO later than 11pm)		
	35. Describe your event or activity:				
	36. Will the majority of the participants be under the age of 21? _____ Yes _____ No a. If "yes," how many adult supervisors will be in attendance? _____ adult for every _____ youth				
	37. Park/Facility		38. Specific Area of Park/Facility		
	39. Do you wish to reserve a park shelter with this event? _____ Yes _____ No a. If "yes," please list the name of the shelter: _____ b. If "yes," have you already reserved the shelter? _____ Yes (Receipt # _____) _____ No <i>It is strongly recommended that you go ahead and reserve the shelter to ensure its availability while your application is being processed. In the event your application is denied, your shelter reservation fee can be refunded.</i>				
	40. Is this a first time event for you (or your organization) at this location? _____ Yes _____ No a. If "no," how does this event differ from previous years? _____ _____ _____ b. Attendance totals for last event : _____ Largest Daily Total _____ Overall Total _____				
	41. Is this event open to the public? _____ Yes _____ No a. If "yes," how will this event be publicized? _____ _____				
	<i>Note: Please attach a copy of publicity plan, flyer or registration form.</i>				

Answer all questions completely.

Event Information

42. Will any signs, banners, or flyers be hung or posted for this event? Yes No
a. If "yes," when and where?
b. Wording on banners or signs:

Note: Attach a copy of any flyers that will be posted.

43. Will any public street(s) need to be partially closed or blocked off in conjunction with this event? Yes No
a. Street Name(s):

44. Do you plan to erect temporary structures, such as, STAGES, BOOTHS, TABLES, TENTS, DISPLAYS, AMUSEMENTS (dunking booth, bounce house, kiddie rides) ETC., for this event? Yes No

a. If "yes," please describe below - include size(s), how many, capacity, etc. Note: A site plan and/or drawing must be included with this application showing the location of all items. Park maps (PDF files) are available on the Laketown Township website at www.laketowntwp.org

Table with 3 columns: Item, How Many, Size/Capacity

b. If tent(s) or amusement devices will be erected, fill in the following information:
Contact person's name:
Name of tent company:
Address:
Contact person: Telephone:

Note: A Certificate of Public Liability Insurance is required in the amount of \$2 million with Laketown Township as co-insured when amusement devises (i.e., dunking booth, bounce house, rides, etc.) are part of an event (or other event types as deemed by the Township).

45. Will any type of sound amplifying equipment or devices (other than small personal radios, tape players, etc.) be used in conjunction with this event? Yes No
Note: Amplified music is permitted but must be kept to a reasonable level so as not to disturb the peace, quiet or comfort of the neighboring inhabitants. Sound shall not exceed the distance of 100 feet from the building, structure or outdoor area in which the device is located.

46. Do you plan to provide live musical entertainment for this event? Yes No
a. If "yes," please describe below (i.e., reggae, rap, folk, rock, C&W, big band, etc.)

47. Do you plan to have animals on site during this event? Yes No
a. If "yes," please list how many, the type of each animal, and what provisions have been made for the care, containment, and removal of these animals? Please give contact person's name and phone #.

b. Contact Person: c. Daytime Phone:

48. Are you requesting the use of electricity other than at a shelter? Yes No
a. If "yes," please explain:

b. Are you providing a generator as a power source? Yes No

49. Do you need access to a water source (other than a water fountain)? Yes No
a. If "yes," for what purpose is water needed? (Other fees will apply.)

50. Do you need access through a locked gate for loading and unloading? Yes No
a. If "yes," describe location of gate:

51. How many port-a-johns are you providing for your event?
a. Where will they be set up?

Note: This service is not provided by Laketown Township.

52. What are your plans for providing emergency medical/services for your event?

53. How many parking spaces will you use for your event?

Note: All vehicles must be parked in designated parking spaces or they will be ticketed and/or towed.