

Special Event Worksheet

Contact Information

Contact Person: _____ Contact Phone #: _____
Contact email: _____ Contact Fax #: _____
Organization / Club: _____
For Profit / Not For Profit: _____ Address: _____
FEID #: _____ Tax Revenue #: _____

Event Information

Type of event: _____
Activities at Event: _____
Event Sponsor: _____ Proceeds go to: _____
Purpose for Event: _____
Proposed Date: _____ Event Start and End Times: _____ After hours? YES/NO
Number of Participants: _____ *capacity varies per park Number of Spectators: _____
Number of Vehicles Expected: _____ Park Entry Fees apply: bike/pedestrian/car \$ _____
Location of event: _____
Any Selling of Food or Items: YES/NO If Yes What: _____
(A separate permit may be needed)
Entry or participation fees? YES/NO What are the fees: \$ _____ CSO Fee Waiver? YES/NO
Any amplified audio: _____ What type of audio: _____

Event Needs

Port-o-lets Needed: YES/NO If more than X people, event coordinator will need to rent port-o-lets.
Is swimming promoted: YES/NO Will there be life guards on hand: YES/NO
Will there be first aid / EMS staff on hand: YES/NO
Will pavilions be needed: YES/NO Pavilions are _____ per day, _____ person capacity – MUST BE RESERVED THROUGH THE RANGER STATION (insert contact number).

Event Management Plan

Does the event support the UMP and/or Statement of Interpretation? Explain.
Please provide a detailed plan of how you intend to manage this event. Include itineraries, traffic control, parking, tent/stand locations, and other logistical/safety/accessibility considerations that will help us determine your ability to ensure that there this event will run smoothly and minimize negative impacts to the natural and/or cultural resources of the park. Attach separate sheets.

Other Considerations

Proof of liability insurance is required for special event permits.
All permits must be approved at District-level and by park manager.
Missing information and incomplete planning may result in longer processing times for special event applications.
Issuance of permit may be subject to special conditions that will be outlined in Location Agreement accompanying permit.
Any equipment such as a water dunk tank or bouncer will need liability insurance (usually provided by rental company)
Any vending of food or merchandise will need a separate permit and the product sold must be deemed appropriate.
There may be a fee associated with the permit to cover any park and staff resources used.
Event may not be advertised until permit is approved.