

Centre Region Parks & Recreation LARGE GROUP/ ORGANIZED EVENT REQUEST

Day(s) & Date(s) of Event: _____

Times of Event (start/end): _____

Notes: _____

Date of Request: _____

By (staff member): _____

Facility Request: _____

Location: _____

Organization Name: _____

Contact Person: _____

(If Student Organization must be the advisor)

Address: _____

Phone: _____

Email: _____

• Will the event be promoted to the general public?

• What fees are involved to participants? _____

• Will donations be solicited at the park? _____

• Any recruiting of members/employees (ex. Political rally, corporation, agency, etc.)? _____

• Soliciting/ Selling of Concessions or serving food additional permits may be required _____

• Any placement of temporary structures (tents, canopies, grills, cookers, etc.)? _____
(Tents over 400 sq. ft. (20x20) or canopies over 900 sq. ft. (30x30) require special permit from codes)

• Per the Large Group Policy, the group is required to provide a Certificate of Insurance naming CRPR and municipality as additional insured. *(Required within 7 calendar days then reservation is voided)*

(Minimum of \$500,000 general liability policy)

TYPE OF EVENT: (Check all that Apply)

Fund Raiser _____ PSU-Sponsored _____

Church Grp. _____ Boy/Girl Scouts _____

SCASD _____ Tournament _____

Other (list) _____

• Number of guests expected _____

Will your event be serviced by a commercial caterer or potluck style? Caterer _____ Potluck (check one) _____

Caterer Name: _____

Does the caterer require vehicular access? _____

(This only is for Sunset Park; would need to come into office for the Bollard Key and \$25 cash deposit)

• Is electricity being requested (Holmes Foster & Friedman Parklet only)? _____
For what devices? _____

• Areas of park requested to use in addition to pav. (ex., fields, bridges, barn, etc.)

• Any entertainment? Music (live or recorded), Carn. games, Tumblebus, live animals, inflatables, etc?

Checklist

Received Insurance by: (7 days from the start of reservation) _____

Received Payment

Music/Sound must not be audible beyond the park boundaries

Litter/Trash must be collected by group

All decorations including staples, tacks and tape must be removed after event

Over flow parking/ Encourage Car Pools

No driving or parking on grass or unauthorized area

Was informed about the \$20 cancellation and revision policy

Was informed about the Inclement weather policy and when to call for rescheduling