

## COMMUNITY PARK - PICNIC SHELTER APPLICATION FORM (1F)

Reservation Request Form for Groups under 100 persons

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Date of Request: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Organization Affiliation (If Applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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Nature/Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Expected Number in Attendance: \_\_\_\_\_ Expected Number of Spectators: \_\_\_\_\_

**Electrical** Service Required? \_\_\_\_\_

Please note the City is not responsible for providing any extension cords.

Should a **gate or electrical access key** be required for the event, attend the Operations Department office at 1116 Herring Gull Way to obtain key(s) prior to the event. A **\$20.00 cash deposit** is required and will be refunded upon return of key(s). Any and all call out costs incurred by the City, including provision of keys after regular office hours, will be the responsibility of the organizer(s).

Please be reminded of the following:

- Organizers of event are responsible for ensuring that the area used is left in the condition it was found, including removing garbage to the bins provided.
- There is a zero-tolerance of alcohol consumption policy in effect in all City Parks.
- Dogs are welcome in the park, but must be on a leash at all times, and owners are responsible for picking up after them.
- Parking is permitted in designated areas only; no vehicles may park on the grass.

***Events expected to include more than 100 persons are required to have a Special Events permit which may be obtained from the City Hall offices at 100 Jensen Avenue East.***

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Office Use Only: Request added to Special Events spreadsheet? \_\_\_\_\_

Date confirmation letter sent to applicant? \_\_\_\_\_

Electrical service key picked up? \_\_\_\_\_