

LAKE PARK RESERVATION APPLICATION

SITE REQUESTED: _____

Title of Event: _____

Event Date: _____

Attach a schedule of dates for recurring meetings (up to 12 months)

CONTACT PERSON:

Name: _____

Mailing

Address: _____

City _____ State _____ Zip _____

Day Phone: (____) ____ - ____ X____

FAX: (____) ____ - ____ X____

Eve Phone: (____) ____ - ____ X____

BACKUP CONTACT:

Name: _____

Mailing

Address: _____

City _____ State _____ Zip _____

Day: (____) ____ - ____ X____

Fax: (____) ____ - ____ X____

Eve: (____) ____ - ____ X____

Set Up Start Time: __:__ AM PM

Event End Time: __:__ AM PM

Event Start Time: __:__ AM PM

Tear Down Complete __:__ AM PM

Number of people expected: _____

- Attendance will include ...Check all that apply: Adults Teens* Children* *Teen and Children's Groups must have a designated adult (over 18) present throughout any reserved event, including set up and tear down hours.

WILL FOOD OR DRINK BE SERVED:

YES NO

++ Alcoholic beverages are prohibited from Common Areas ++ Portable grills are prohibited in all Common Areas ++

CATERER: _____

ADDRESS: _____

CITY/STATE _____:

DAY PHONE: _____

CONTACT: _____

ZIP: _____

WILL ANY OTHER SERVICE PROVIDERS BE ARRANGED?

YES NO

Musicians? Cleaning Service? Entertainers? Tent or other Equipment Provider?

Attach Full Payment Refundable Security Deposit, Site Fee, or Security Deposit applies.

Attach Schedule for events over 3 hours or when multiple dates are requested.

I understand and will abide by all the rules that apply to this event as defined in the Parks Policy & Reservation Guidelines. I take full responsibility for leaving the site in the same condition it was released to me, for full payment of fees and for full provision of all certificates of insurance for services I, or anyone in my group, may arrange as part of this event. All payments, schedules, or other required documents attached which apply to this event.

SIGNED _____

Contact Person

DATE _____