

Date submitted: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Event is not approved until all documents are received and details confirmed.  
Submission of application does not guarantee approval of event.**

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 does not provide extension cords.

If your event requires **gate or electrical access key(s)**, contact the Special Events Coordinator to arrange pickup. Keys can be collected from the Administration Department, 100 Jensen Avenue East, during regular office hours. **\$50 deposit** is required and will be refunded upon return of key(s). All callout costs incurred by the City, including provision of keys after regular office hours, will be the responsibility of the organizer(s).

- Organizers of event are responsible for ensuring the area used is left in the condition it was found, including the removal of garbage.
- There is a zero-tolerance of alcohol consumption policy in effect in all City Parks.
- Dogs are welcome in the park but must always be leashed and owners are responsible for picking up after them.
- Parking is permitted in designated areas only; no vehicles may park on the grass.
- Organizer(s) will be responsible for damages to irrigation systems.

**All event applications must include the Terms and Conditions form. Signature required prior to submission for consideration.**

Office Use Only:	Request added to Special Events spreadsheet	_____
	Date confirmation letter sent to applicant	_____
	Electrical service key obtained	_____