

MAINTENANCE AND CLEAN UP PLAN

EVENT LAYOUT / MAP

- Attach a copy of your event layout / map to this application.

APPLICANT STATEMENT

I have read and fully understand all the requirements listed in the special event handbook and have provided accurate information for my event.

Sign _____ Date _____

OFFICIAL USE ONLY

- Event Layout/Map Included ____

Date Application Received: _____ By: _____

Police Approval: _____ Date: _____

Building & Zoning Approval: _____ Date: _____

- Certificate of Insurance ____ First Aid Plan ____
- Maintenance/Custodial Plan ____ Proof of MDRF ____
- Proof of Liquor License ____ Parking Plan ____
- Proof of Restrooms ____

Parks Special Event Coordinator Approval: _____ Date: _____

Parks Director Approval: _____ Date: _____