Laketown PARKS

Park Use Application

FOR OFFICE USE ONLY
DATE RECEIVED: ACTION:
☐ APPROVED
☐ DENIED
☐ MORE INFO NEEDED
SIGNATURE: _____

APPLICANT INFORMATION

Name: _____ Cell Phone: _____

Address: _____ E-mail Address: _____

Company/Organization Name (if applicable): _____ Is this a company sponsored event? ☐ Yes ☐ No

Company Address: _____ Company Phone: _____

Web Address: _____

Name of Alternate Contact Person: _____ Alternate's Phone: _____

RESPONSIBLE PARTY

Will applicant be in attendance at this event?
☐ Yes ☐ No

Is applicant the responsible party for this event?
☐ Yes ☐ No

Is applicant 18 years or older?
☐ Yes ☐ No

If applicant is NOT the responsible party for this event, please complete the adjacent box. →

Responsible Party's Name (on-site event supervisor): _____

Company/Organization Name: _____

Address: _____

Phone: _____

E-mail Address: _____

EVENT INFORMATION

Type of Event: _____

Describe your event or activity: _____

Park/Facility:
☐ Huyser Farm Park
☐ Shore Acres Park
☐ Laketown Beach
☐ Sanctuary Woods
☐ Township Hall Park
☐ Farview Nature Park
☐ Wolters Woods
☐ Old Township Hall

Is this event open to the public?
☐ Yes ☐ No

If "yes," how will this event be publicized? _____

Event Date(s) (include set-up/clean-up): _____

Event Start and End Time (include set-up/clean-up):
Start: _____ End: _____

Expected attendance per day: _____

Will the majority of the participants be over the age of 18?
If not, Laketown Township recommends 1 adult per 5 minors
☐ Yes ☐ No __ adults per __ minors

Do you wish to reserve a park pavilion with this event?
☐ Yes ☐ No

Will any signs, banners, or flyers be posted for this event?
☐ Yes ☐ No

If "yes" when and where?

Wording on the banners or signs: _____

Note: Attach a copy of any flyers that will be posted.

Will any **public street(s)** need to be partially closed or blocked *off* in conjunction with this event?

☐ Yes ☐ No

Street Name(s): _____

Do you plan to erect any any temporary stuctures for this event (stages, booth, tables, tents, displays)?

☐ Yes ☐ No

If "yes," please describe below - include size(s), how many, capacity, etc. ***Note: A site plan and/or drawing must be included with this application showing the location of all items. Park maps (PDF files) are available on the Laketown Township website at www.laketowntwp.org***

Item	Quanity	Size Capacity

If tent(s) or amusement devices will be erected, fill in the following information:

Contact person's name: _____ Name of tent company: _____

Address: _____

Contact person: _____ Telephone: _____

Note: A Certificate of Public Liability Insurance is required in the amount of $2 million with Laketown Township as co-insured when amusement devises (i.e., dunking booth, bounce house, rides, etc.) are part of an event (or other event types as deemed by the Township).

Will any type of **sound amplifying equipment** or devices be used in conjunction with this event? ☐ Yes ☐ No

Note: Amplified music is permitted but must be kept to a reasonable level so as not to disturb the peace, quiet or comfort of the neighboring inhabitants. Sound shall not exceed the distance of 100 feet from the building, structure or outdoor area in which the device is located.

Do you plan to provide **live musical entertainment** for this event? ☐ Yes ☐ No

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Do you plan to have **animals** on site during this event? ☐ Yes ☐ No

If "yes," please list how many, the type of each animal, and what provisions have been made for the care, containment, and removal of these animals? _____

_____

Contact Person: _____ Phone: _____

Are you requesting the use of **electricity** other than at a shelter? ☐ Yes ☐ No

If "yes," please explain: _____

Are you providing a generator as a power source? ☐ Yes ☐ No

Do you need **access** through a locked gate for loading and unloading? ☐ Yes ☐ No

If "yes," describe location of gate: _____

What are your plans for providing **emergency medical/services** for your event? _____

_____

How many **parking spaces** will you use for your event? _____

Note: All vehicles must be parked in designated parking spaces or they will be ticketed and/or towed.

Signature: _____ Date: _____