

Facility Reservation questions

Name of event

-

Type of Event- ex. 5k race or musical act

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Location:

-

Date:

-

Time to set up:

-

Time to clean up:

-

Time of event:

-

Estimated Group Size

-

Contact Person

- Name
- Phone Number
- Email Address
- Mailing Address

Will there be food? May need to fill out a health form for Health Department.

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Are there tents greater than a 10x10:

- If so what is your largest tent you will have:

Will there be music:

-

Will there be selling/vendors:

-

Will there be alcohol:

-

Please let us know any other ideas or plans that will happen at the event. (Bounce houses, games, activities, etc.)

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Please provide a map of your course/event:

- Will you be using any sidewalks:

*If you are using Mine Falls you cannot close any trails for your event. Trails must remain open to public.

Proof of insurance will be needed before permit will be signed off by the Risk Dept.

*There is a fee to pull a facility reservation permit. The charge is pending on many different factors.