

Fort Wayne Parks & Recreation

Organized Class Permit Application

Today's Date _____

Responsible Contact Person/Class Coordinator:

Name (print) _____

Address _____

Email _____

Phone # _____ alt. phone # _____

Organization Producing Event (if applicable)

Name _____

Address _____

Phone # _____ alt. phone# _____

Name (Type) of Class: _____

Requested Location of Class: _____

Date and Times of Class: _____

Projected Attendance: _____

****PAYMENT MUST ACCOMPANY SUBMITTED APPLICATION TO OFFICIALLY RESERVE PARK****

Accepted Payment Methods: Cash/Check/Money Order made out to "Board of Park Commissioners

Credit Card (Visa/MC/Discover) # _____ EXP _____ CVV (on back) _____

Organized Class Permit Requirements & Guidelines

- Organized Class Permit- \$50 (5 session permit), \$10 additional session(s)
- Sessions may not last more than 3 hours
- An organized class permit does not give your event exclusive rights to the park. It gives your event permission to use the park and is only valid for spaces not already reserved.
- Removal of trash/event signs from park grounds.
- Groups over 40 people will not be issued organized class permits.
- If any items are being sold a Parks & Recreation vending permit is required (\$35/daily, \$280/annual).
- If any tents will be setup please contact the FWPRD Special Events Coordinator at (260) 427-6003 as a tent permit may be required.
- Electricity may be available depending on park location. However, it is not guaranteed.

****Please make sure to read through the Fort Wayne Parks & Recreation Special Event Planning Guide for more important event related information. ****

**** If you have questions please contact the Fort Wayne Parks & Recreation Special Events Coordinator at (260) 427-6003****

*I acknowledge I have read and agree to above requirements/guidelines.

Signature: _____