

Fort Wayne Parks & Recreation

General Special Event Application

Name of Event: _____

Requested Park Facility: _____

Is Event Open to the Public? _____

Date(s) of Event: _____

Start Time AM/PM: _____

End Time AM/PM: _____

Please Describe Event and Scope of Activities: _____

Estimated Total Attendance Per Day: _____

Applicant: Organization: _____

Contact Person(s): _____

Phone: _____ Phone During Event: _____

Mailing Address: _____

Email: _____

Submit Completed Applications to: Fort Wayne Parks & Recreation, 705 E. State Blvd, Fort Wayne, IN 46805

****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) _____

Special Event Requirements & Guidelines

- Reservation of one or more park pavilions depending on the size of your event. To reserve a pavilion please contact FWPRD at (260) 427-6000.
- Traffic Control/Security to ensure safety of event participants and other park patrons.
- Removal of trash/event signs/ etc. from park grounds.
- 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.
- If any staking is being done (tent/bounce house/etc.) you are responsible for contacting FWPRD as well as Indiana Underground (811) to ensure underground utilities are properly located.
- Depending on event size, extra restrooms & trash removal may be required at the responsibility of the event organizer.
- Fort Wayne Parks & Recreation no longer provides or rents stages.
- Electricity may be available depending on park location. However, it is not guaranteed.
- A special event reservation does not give your event exclusive rights to the park. It gives your event permission to use the park.

****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: _____