

Fort Wayne Parks & Recreation

Run/Walk/Bike Special Event Application

*All run/walk events require a pavilion reservation (See Back for more information)

Today's Date _____

Responsible Contact Person/Event Coordinator:

Name (print) _____

Address _____

Email _____

Phone # _____ alt. phone # _____

Organization Producing Event (if applicable)

Name _____

Address _____

Phone # _____ alt. phone# _____

Name (Type) of Event: _____

Requested Location of Event: _____

Date and Times of Event: _____

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) _____

Run/Walk Special Event Requirements & Guidelines

- Reservation of one or more park pavilions. (Two may be required depending on size of event). To reserve a pavilion please contact FWPRD at (260) 427-6000.
- Run/Walk Permit- \$50 (1-4 hour event), \$100 (5+ hours)
- A run/walk permit does not give your event exclusive rights to the park. It gives your event permission to use the park.
- Traffic Control/Security to ensure safety of event participants and other park patrons.
- Removal of trash/event signs/course markings 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.
- Depending on event size, extra restrooms & trash removal may be required at the responsibility of the event organizer.
- Electricity may be available depending on park location. However, it is not guaranteed.
- If there are any maintenance gates blocking parts of your course please contact the FWPRD Special Events Coordinator to arrange key pickup.

****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: _____