



## Fort Wayne Parks and Recreation 2025 Headwaters Park Venue License Application and Questionnaire

Name of Event: \_\_\_\_\_

HP Venue(s) Requested:  Grassy Area (East Side)  Grassy Area (West Side)

(East) Lincoln Financial Pavilion  (West) Madge Rothschild Pavilion

Is Event Private or Open to the Public? \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Is this a recurring Event? \_\_\_\_\_ Years Event held at Headwaters Park? \_\_\_\_\_

Start Time AM/PM: \_\_\_\_\_

End Time AM/PM: \_\_\_\_\_

Describe Event and Scope of Activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Total Attendance: \_\_\_\_\_

Estimated Per Day Attendance: \_\_\_\_\_

Applicant: Individual/Organization: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Phone During Event: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Non-Profit? Yes No

Is Event co-sponsored by City? Yes No (circle one)

City Department co-sponsor: \_\_\_\_\_

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



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Has Event been held at other venues? Yes No (circle one)

If yes, identify venue(s) and date(s) \_\_\_\_\_

Total number of attendees? \_\_\_\_\_

Will admission be charged to attend Event?

Will donations be accepted/solicited during Event?

Will food be served at Event?

Will alcohol be served at Event?

Will vendors be present at Event? If yes:

Description of products offered/sold: \_\_\_\_\_

Number of vendors offering/selling products? \_\_\_\_\_

Number of informational vendors? \_\_\_\_\_

Have you prepared a detailed Site Plan for Event? \_\_\_\_\_ If yes, please attach copy of Site Plan.

Will banners, signs or similar items be hung or posted before/during Event? \_\_\_\_\_

If yes, identify locations? \_\_\_\_\_

Will Event be publicized?

If yes, please attach a copy of proposed marketing material.

Will merchandise be sold at Event? If yes, describe merchandise and number of vendors? \_\_\_\_\_

Will Event have security? \_\_\_\_\_ If yes, provide description of security. \_\_\_\_\_

Has insurance coverage for Event been obtained? \_\_\_\_\_

If yes, provide copy of Certificate of Insurance.

Has an Emergency Action Plan been prepared for Event? \_\_\_\_\_

If yes, provide copy of Emergency Action Plan.



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Are street closures required for Event? \_\_\_\_\_ If yes, identify street(s) requiring closure. \_\_\_\_\_  
\_\_\_\_\_

Does Event have a Parking Plan? \_\_\_\_\_ If yes, provide copy of Parking Plan.

Will Event include a tent exceeding 400 sq. ft.? \_\_\_\_\_

Will Event include a stage/platform exceeding 24" in height? \_\_\_\_\_

Will Event use amplified sound or a public address system? \_\_\_\_\_

Number of portable toilets required for Event? \_\_\_\_\_

Has trash hauling vendor been engaged to remove trash from Headwaters Park following Event?  
\_\_\_\_\_ If yes, identify vendor and terms of engagement/copy of contract.  
\_\_\_\_\_

Will Event require a portable generator or temporary drop service, etc. to provide electricity?  
\_\_\_\_\_

Will Event require use of propane, liquid or other fuel for cooking, heating or other purposes, etc.?  
\_\_\_\_\_

If yes, identify fuel requirements: \_\_\_\_\_  
\_\_\_\_\_ (A licensed mechanical contractor must apply for applicable permit(s).)

Will Event include fireworks or a pyrotechnic display? \_\_\_\_\_ If yes will display be performed by licensed pyrotechnicians? \_\_\_\_\_ If yes, please identify: \_\_\_\_\_  
\_\_\_\_\_.

Will tents, canopies, booths, art installations, stages, bounce houses, or other temporary improvements be included in Event? \_\_\_\_\_

If yes, please identify and include quantity and size of each temporary improvement and vendor(s) who will construct same: \_\_\_\_\_



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Will animals be included/permitted at Event? \_\_\_\_\_ If yes, identify type and number of animals: \_\_\_\_\_

\_\_\_\_\_

Will firearms/weapons be permitted at Event? \_\_\_\_\_

Will equipment/materials be loaded/unloaded at Event? \_\_\_\_\_ If yes, please describe training provided to unloading/loading participants. \_\_\_\_\_