



SPECIAL EVENT REQUEST FORM

Thank you for your interest in holding a Special Event at our parks. We will endeavor to review your request and respond quickly. Please submit to: MetroParks, 2051 Timberman Road, Hamilton, OH 45013, email: info@yourmetroparks.net, or fax: 513-867-5954.

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|---|--|---|------------------|
| Is this a new or repeat event? (Please check appropriate box) <input type="checkbox"/> NEW <input type="checkbox"/> REPEAT | | Non-Profit: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>Please attach IRS determination letter</i> | |
| Event Type: | | Event Name: | |
| Event Date: | | Event Time: | |
| Organization Name: | | Representative: | |
| Address, City, State, Zip: | | | |
| Phone #1: | | Phone #2: | |
| Fax #: | | E-mail: | |
| Park Requested: | | | |
| Facilities Requested: | | | |
| Location within Park: | | | |
| Estimated # of participants: | | Estimated # of spectators: | |
| Event Activities: | | | |
| Will <i>participants</i> be charged a fee? <input type="checkbox"/> YES <input type="checkbox"/> NO | | Fee Amount (s): \$ | Where collected? |
| Will <i>participants</i> be asked for a donation? <input type="checkbox"/> YES <input type="checkbox"/> NO | | Fee Amount (s): \$ | Where collected? |
| Collected funds are being used for: | | Beneficiary of Event: | |
| Will a Discounted Group Motor Vehicle Pass(es) be purchased? <input type="checkbox"/> YES <input type="checkbox"/> NO (see Article 13 of Special Event Policy for Outside Special Fund Raising Events) | | | |
| Will goods or services be sold? <input type="checkbox"/> YES, explain: _____ <input type="checkbox"/> NO | | | |
| What date and time would you need to start and complete your event set-up? Please explain. | | | |
| When would tear down of your event be completed? Please explain. | | | |

Will your event require overnight security? Please explain.

What is your plan to handle EMS/First Aid? Please explain.

Are you requesting MetroParks to provide concessions? Please explain.

Will there be vendors for your event? If yes, a list of proposed vendors and a description of items or services offered for sale must be submitted with this request. Any sales or solicitation in the park require special advance approval from MetroParks. Please explain.

Does this event involve alcoholic beverages, firearms, fireworks, explosives, rockets, camping, fires, tents, off-road vehicles, aviations or animals? If so, please explain in detail:

I have reviewed and understand the terms and conditions set forth in the Special Event Policy for Outside Special Fund Raising Events (attached to this request form). The event License Agreement and MetroParks General Park Rules and Regulations will govern the use of the MetroParks facilities should I and/or my organization receive a license to use them. I certify that to the best of my knowledge and belief that the above information is accurate and complete. I agree to promptly inform MetroParks should my/our organization's plans change.

Authorized Representative's Signature:

Date: