

EVENT APPLICATION

The Town of Orange Park owns several locations that are traditionally used by the public for a wide variety of activities and events. This application form may be used for any Town-owned locations, including streets and roads, and should be completed by someone that is both familiar with the proposed event and is a member of the sponsoring organization or entity. Should you have any questions in completing the form, you may call the Town of Orange Park for clarification or additional information at (904) 278-3018.

- 1. Location of proposed event: _____

- 2. Proposed name of event: _____
- 3. Proposed date(s) of event: _____
- 4. Proposed start time (including setup): _____
- 5. Proposed end time (including take down): _____
- 6. Sponsoring Organization: _____
Address _____
Telephone No. _____
- 7. Person submitting application: _____
Title _____
Contact No. _____
Signature _____
- 8. Estimated number of participants _____

Depending on the specific location and the number of participants involved, the Town has applicable charges that will be assessed regarding required support services, mailing notices, custodial help, police or fire participation or other related expenses. Once the Town has received this request and assessed the impact of the event, the applicant will be notified of the amount to be charged. In some cases, the Town requires liability insurance coverage including the issuance of a Certificate of Insurance naming the Town as an additional insured. Fees and charges, once paid, are non-refundable should the event not occur for any reason.

FOR TOWN USE ONLY

- A. Amount of User Fee: \$ _____
- B. Is insurance required? _____ Amount of coverage: \$ _____
- C. Town Personnel required: _____ Department(s) _____
- D. Other information or requirements: _____

Run/Walk Information

If your event is a run or walk, please provide the following information:

Starting point: _____

Description of route: _____

Ending point (if different from start): _____

Total course length: _____

Requesting use of (circle one): sidewalks along the route street closure along the route

Please contact Chief Jim Boivin at the Orange Park Police Department, 278-3004, to coordinate Police planning for your event.