

Hopkins Park Shelter – Special Event Application

All applications will be reviewed within two weeks of submittal. Upon approval, a contract will be drafted outlining the terms, conditions and rental price.

FOR OFFICE USE

\$50 hold deposit paid

Date _____

Signature of Park District Representative _____

Date of Event _____

Name of Group or Organization _____

Non-Profit Status: Yes / No (If yes, copy of 501c3 letter required with application)

Address _____

Phone Number _____ **Fax Number** _____

Email _____

Primary Representative Information

Name _____

Role in Organization _____

Cell Phone _____ **Home Phone** _____

Email _____

In detail please provide the following information:

Describe type and nature of event:

Open to the Public: Yes / No

Time and duration of event (including set-up, start time, end time and clean up):

Estimated Number of Participants/Guests:

Estimated Number of staff/volunteers:

Areas needed or to be used during event (i.e. shelter, additional park space, pathways):

Will food be served: Yes / No

(Public events must provide copies of permits from the County Health Department to serve food.)

Will there be selling of goods or services: Yes / No

(Fundraisers selling goods/services must provide copies of solicitation permits from the City of DeKalb, non-fundraising solicitation in the park is prohibited)

Names of any vendors/sponsors/organizations additionally associated with the event:

Use of additional structures (i.e. tents, portable bathrooms, inflatable play structures):

Use and placement of signage:

Additional needs from the Park District above and beyond a typical rental (i.e. use of additional picnic tables, garbage receptacles, consultation, etc...):

I agree that the information provided in this application to be accurate and true to the best of my knowledge.

Signature of Event Representative

Date