

Please complete the below checklist in its entirety.

(Specify quantity. If an item does not apply to your event, check the box labeled N/A)

	YES	NO	N/A	DETAILS
Tents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Size: _____ Tent Vendor _____
Grills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Propane <input type="checkbox"/> Charcoal <input type="checkbox"/>
Chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Vendor if applicable _____
Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Vendor if applicable _____
Open to the Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance Fee \$ _____
Food to the Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Portable Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Vendor: _____
Asking permission to stake into the ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Jumping Balloons*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Vendor: _____
Other: Obstacle course bungee, rock climb, mechanical rides, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Vendor: _____
Other Entertainment: Face painting, clowns, Bands, Dance Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____
Informational Booths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Type <u> </u> —
				Entertainment, non-profit or for profit?
Distributed Flyers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain _____
Non-Profit/ Tax Exempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	501(c)(3) Form Required with application. X Initial
Will news Media be Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Will event have signs at the Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Special Requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Is Electricity needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
				* Special Requirements, approvals and additional fees apply* X Initial
Will event have filming to promote a business or service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Clean up plan for setup, during and after the event:				