



## Application for City Parks or Facilities Usage

\*Name of Applicant or Organization: \_\_\_\_\_

\*Address of Applicant: \_\_\_\_\_

\*Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

### \*PARK OR FACILITY

- ☐ City Square
- ☐ East Tomahawk Shelter – 11 Tables
- ☐ Small East Tomahawk Shelter – 1 Table
- ☐ South Tomahawk Shelter – 1 Table
- ☐ West Tomahawk Shelter – 8 Tables
- ☐ North Melham Shelter – 8 Tables
- ☐ Gazebo @ Melham Park

### Rental Fee - \$10.00

- The Park or Facility being reserved must be left in the same condition as it was at the start of the event or the Applicant may be subject to a \$100.00 minimum clean-up fee. The total clean-up fee will be determined after inspection by the Overseer of Streets/Parks.
- It is the responsibility of the Applicant to remove any trash not fitting in provided receptacle in the Park at the conclusion of the event.
- All items belonging to Applicant must be removed at the end of the use period.
- **There will be a usage fee for all For Profit Events of 10% of fee charged per participant or team. If you have people selling items, a Peddlers and Solicitors License is required by each participant.**
- **No Alcoholic Beverages Allowed unless sold at the event by a City authorized vendor.**

\*Date of Use: \_\_\_\_\_

\*Time of Use: \_\_\_\_\_  
(Provide attachment detailing multiple times)

Number of Participants for this application: \_\_\_\_\_

Will there be a fee charged to the participants? ☐ Yes ☐ No

Amount of Fee \_\_\_\_\_

Will there be a fee charged to spectators? ☐ Yes ☐ No

Amount of Fee \_\_\_\_\_

What are the fees to be used for: \_\_\_\_\_

Will alcohol be served? ☐ Yes ☐ No

### **MELHAM COMPLEX**

Which fields will be used: ☐ Field 1 ☐ Field 2 ☐ Field 3 ☐ Multi-Purpose Field

\*What activity is the Field/Park being used for?

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Office Personnel: \_\_\_\_\_

Date: \_\_\_\_\_