



Detroit Parks & Recreation Department Special Events Application

Please complete application and mail or fax to the following:

Detroit Parks & Recreation Department
Northwest Activities Center
18100 Meyers Rd
Detroit, Michigan 48235
(313) 224-1860 - fax

All applications must be submitted at least sixty (60) days in advance and/or no earlier than one (1) year of the proposed event date. Upon receipt, the special events request will be reviewed to assure that the event is in compliance with city codes/ordinances. A letter of denial/approval will be mailed and/or faxed within fourteen (14) business.

There may be a minimum event fee assessed for all approved special events based on the type of event and/or specific permits. Limited Liability Insurance may be required.

Special Events criteria: 25+ participants

Event Date: _____ Type/Event: _____

Alternate Date: _____ Time/Event: _____

Location: Park _____ Recreation Center _____
 Shelter/Gazebo Other, please explain: _____

Please check type of event. List activity

- Skate Walk Run Race Rally
 Parade Musical/Concert Reunion Picnic Exhibition
 Sport Competition Other, please explain: _____

1. Name of Organization/Corporation/Company:

Representative/Organization Name:

Address

City/State/Zip

Business Telephone

Fax #

Alternate Telephone

Email Address

2. Additional Contact Information:

Name

Title

Address

City/State/Zip

Telephone

Fax #

Email Address

3. Event Information:

Please describe your event in detail: (attach additional sheet if necessary)

(A representative for your event must be present at least 2 hours prior to event for set-up)

Does this event require a route to be mapped out? No Yes, provide a layout of suggested route.

Are you planning to setup tent/canopy set-up? No Yes, how many? _____

Company Name: _____

Contact Person: _____ Telephone # _____

Are you planning to setup inflatable(s)? No Yes, how many? _____

Company Name: _____

Contact Person: _____ Telephone # _____

Are you planning to setup a stage? No Yes, how many? _____

Company Name: _____

Contact Person: _____ Telephone # _____

Will your event require port-a-john rental? No Yes, how many? _____

Company Name: _____

Contact Person: _____ Telephone # _____

What is the Event's Security Plan?

_____	_____
Security Company Name	Contact Person
_____	_____
Address	Contact Number

What is the Event's Clean Up Plan?

Is this your first year for this event? Yes No, when and where was the event held last?

How many years has your organization coordinated/sponsored this event? _____

Will tickets be sold? No Yes, how many? _____

Is this a fundraiser? No Yes

Will there be a registration or entry fee? No Yes, how much? _____

Is this event open to the public? Yes No

Is this event free to the public? Yes No

Ages of Participants _____

Expected Attendance _____

Will food or beverage be provided? No Yes

Are the food and/or beverages free? Yes No, please list food and/or beverage with prices. (May require Council approval) (Please attach additional sheets, if necessary).

Will there be souvenirs, trophies and/or gifts associated with this event? No Yes
If yes, will they be sold? No Yes, please list items and prices:

4. Sponsorship/Donations

Please list any sponsors/donors for this event: (Please include names, addresses, telephone numbers).

Please explain all sponsorship and donations that are a part of this event

Does the sponsorship include cash? No Yes, how much? _____

Will this event be broadcasted on television and/or radio? No Yes, please explain (include station and contact information).

Please note, that broadcasting messages must be approved by the Director – Detroit Parks & Recreation Department

Additional Information:

By submitting this request I/We/Our Organization hereby agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Parks & Recreation Department. I/We also agree that all information submitted in this Special Event Application is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Parks & Recreation Department consider my/our application for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us by reason of or resulting from my/our use of Recreation Property as described herein.

Representative Signature _____ Date

FOR OFFICE USE ONLY

Recommendations:

Inflatable Permit Required **Inflatable Permit Fee** _____

Shelter/Gazabo Fee Required **Shelter/Gazabo Fee Amount** _____

Insurance Required **Amt. Insurance Required** _____

Check / MO #	Receipt #	Deposit Amount	Deposit Date	Remarks

Signature _____ **Date**

Department Head Approval: _____ **Date:**

Total Fee(s) Amount:

Approved **Denied** **If Denied Reason** _____