

CITY OF KINGSLEY – APPLICATION FOR PARK USAGE

Name: _____ Address: _____

Telephone: _____ E-mail (optional): _____

NOTE: Anyone planning to use the park MUST have event liability insurance. The minimum coverage amount is \$1,000,000.00. A copy of the certificate must accompany this application.

Date of event: _____ Number of people expected: _____ Type of function: _____

Date and time for set up (no more than 6 hours prior to event): _____

Date and time for clean up (no later than 12 hours after event): _____

Describe provisions made for policing the gathering, handling parking and regulating traffic flow (please use another piece of paper if more space is required to fully explain the plans: _____

Make a diagram on the reverse side of this application or on another piece of paper that shows the placement of items including tents, canopies, chairs, tables, etc. to be used in the park. (Kindergarten-style drawings are fine.)

Two checks in the following amounts must accompany application: **\$1,000.00 (deposit)** and **\$10.00 (permit fee)**. In order to have the deposit returned, the owner must call a city official so that the condition of the park may be reviewed for determination of compliance with Ordinance #4, Series 2005.

I certify that the above information is true to the best of my knowledge.

Signature of Applicant _____ Date: _____

Checklist (For Official Use Only):

Prior to Event:

Park inspected by: _____ Date: _____ Condition: _____

\$1,000 deposit rec'd. by: _____ Date: _____ Check #: _____ Name on check: _____

\$10 permit fee rec'd. by: _____ Date: _____ Check #: _____ Name on check: _____

Application approved: Yes ___ No ___ Date: _____ Reason if not approved: _____

After Event:

Park inspected by: _____ Date: _____ Condition (including materials/debris removal): _____

Check returned by: _____ Date: _____ Reason if not returned: _____