



## Park Rental and Event Permit Application

*Sponsors of all organized events that use Town Park facilities should fill out this form.*

Park facilities can be rented for private parties, festivals, concerts, and other organized events. The Town offers two different options for reserving and renting park facilities:

- 1) **Small Private Party Rental:** For non-commercial private events lasting less than four hours with less than 50 attendees and where no temporary structures will be installed.
- 2) **Temporary Use Rental:** For large events and festivals, as well as for private parties that exceed the limits of the small private party rental. This category also requires a completed Temporary Use Permit application and separate Temporary Use Permit fee.

Town staff will use the information on this application to determine which rental category applies to your event. Your reservation for park facilities will not be complete until this form and all additional required information has been submitted, along with the appropriate rental fee.

Event Information							
Type of Event							
Private Party <input type="checkbox"/>	Festival <input type="checkbox"/>	Athletic Event <input type="checkbox"/>	Parade <input type="checkbox"/>	Concert <input type="checkbox"/>	Wedding <input type="checkbox"/>	Other <input type="checkbox"/>	
Town Facilities Used							
Gazebo <input type="checkbox"/>	Ball Field <input type="checkbox"/>	Tennis Courts <input type="checkbox"/>	Volleyball Area <input type="checkbox"/>	Other <input type="checkbox"/>			
Is the event open to the public?		Yes <input type="checkbox"/>			No <input type="checkbox"/>		
Will the event involve the installation of temporary structures?		Yes <input type="checkbox"/>			No <input type="checkbox"/>		
If yes, how many of each:							
Tents	Awnings	Stages	Chairs / Bleachers	Inflatables	Temporary Lighting	Vendor Booths	Other
Describe any electrical needs you will have:							
How will you provide electricity?		We want to plug into the Town's electricity <input type="checkbox"/>		We will use generators <input type="checkbox"/>		No electrical needs <input type="checkbox"/>	
Will there be vendors or exhibitors at the event?		Yes <input type="checkbox"/>			No <input type="checkbox"/>		
If yes, how many of each:							
Food Vendors		Merchandise Vendors			Exhibitors		
How many attendees or participants will be at the event?							
Will a fee be charged for attendance or participation in the event?		Yes <input type="checkbox"/>			No <input type="checkbox"/>		

**Applicant Information**

Name		Mailing Address	
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Email		Phone		Fax	
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Sponsoring Organization	
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**Onsite (Day of Event) Contact**

Name		Cell Phone	
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**Event Details**

Name of Event	
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Brief description of event:

**Event Dates**

Start Date		End Date	
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Event Hours	
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Set-Up Times	
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**Additional Information Required**

If your event will have more than 50 attendees (or 100 attendees if held at the Ballfield), include temporary structures, or involve a parade, please supply the following additional information.

**Site Plan:** Show the location, type, and size of all temporary structures (including chair and bleacher locations). Also include the proposed uses for the different areas of the rented facilities.

**Parking Plan:** Show where attendees and participants will be directed to park. If using private property for event parking, include a letter of authorization from the property owner. The event may NOT rely on the parking spaces at the Canyon Community Center for parking unless the Canyon Community Center is also being rented for the event.

**Parade Route Map:** If the event includes a parade, include a map of the parade route, including line up areas. Additional authorization for parades using public streets is required from the Zion Canyon Police Department.

**Waste Management / Recycling Plan:** Include a plan for collecting all trash and debris created at the event. You will need to provide your own trash bins and bags to collect trash. The Town is very supportive of recycling. You will be required to provide separate bins for recyclables.

**Rental Fees**

The following fees are required for park facility rentals. A separate rental fee is required for each facility being rented.

Small Private Party Rental	\$50	
Temporary Use Rental	1 – 50 attendees or participants	\$50
	51 – 100 attendees or participants	\$85
	More than 100 attendees or participants	\$100 plus \$10 for each 50 attendees over 100
Damage Deposit (refundable one week after event if no damage occurs)	For all Gazebo Rentals and Small Private Parties at the Ballfield	\$100
	For Temporary Use Rentals at the Ballfield	\$1,000

**Applicant Certification**

I certify that the information in this application is true and correct. I also certify that I am aware of the Town of Springdale’s Park Use Policy as well as the park use regulations in Town Code chapter 7-6. I agree to abide by these policies and regulations for myself and for the event described herein.

Applicant Signature:		Date:	
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