

**TOWN OF PARADISE
PARADISE COMMUNITY PARK
RENTAL APPLICATION
(WITH ROAD CLOSURE OPTION)**

(Must be submitted for approval
at least 21 Business days prior to date of event)

Date Submitted: _____ **Date of Event:** _____

Time(s) of Event _____ **Park Rental Hours Desired** _____

Name of Event _____

Name of Applicant

Applicant's Address:

Applicant's Telephone Numbers (Home, Work, Cell)

Applicant's Email Address(s)

Name of Organization

Tax Exempt Non-Profit? If yes, please provide substantiating information:

What area(s) of the Park do you wish to rent? If you wish the entire Park, just write "all." In order to receive the discounted Community Event rate, you must show proof of your organization's non-profit, tax exempt status.

Name of Person(s) Coordinating Event (if different from above)

Coordinator Telephone Numbers (Home, Work, Cell)

Coordinator's Email Address(s)

Type of Event (Fundraiser for?)

Are you requesting a Road Closure? _____YES _____NO

Road Closure Information:

Parade Permit. There is a permit that must be issued for a road closure and there is an additional cost beyond the regular park rental fee in the amount of \$102.92

The road closure of Black Olive Drive from Pearson Road to Birch Street during your event requires Parade Permit, as noted above, and a possible additional fee beyond the permit fee for Public Works, Police, Fire and/or VIPS staffing. The Police Chief, when approving your application for the Special Event Permit will evaluate the VIPS requirements and their availability, and will make a determination of the cost for VIPS. If Public Works staff is required, there may be a fee for their services.

Date(s) of Event _____

Start Time of Road Closure _____

End Time of Road Closure _____

Will the entire Street be used curb to curb? YES () NO ()

Explain, if necessary _____

We require a site plan of your event be submitted, attached to your application, which indicates where vendors are being placed and what activities will be conducted by each. We also need to know if it is simply an open space or a tented space. The Town's Fire Marshal will be evaluating your site plan and will give fire safety information to you and will also conduct an on-site inspection during set up of your event. There is no charge for this fire safety inspection.

Estimated Number of People Attending the Event:

Estimated Number of Vendors Participating:

If Vendors are selling items for profit, please supply, on a separate sheet, the Vendors' Names, Addresses and Resale Permit #'s prior to the event.

Description of sound amplification equipment being used or musical performance:

Electricity Needs: Please note of Park Map which electrical outlets are needed, or request entire Park:

☐ See Map ☐ Entire Park

(A Park Map will be provided to you)

Your application and site plan will be routed to the Fire Marshal for evaluation as well as Public Works and the Police Department. Upon approval by the Town Manager of this Park Rental Application, the Park Rental Agreement will be prepared and signed by all parties; required Insurance Certificate will be received by the Town from the applicant, as well as the fire inspection permit issued (no charge), rental fee and security deposit (one half of rental fee). There is, additionally, an Indemnification Agreement that the Town requires for a road closure.

Signature of Applicant

**Approved – Jim Goodwin
Town Manager**

Tony Lindsey, Fire Marshal

Mike Houdek, Public Works Manager

Eric Reinbold, Chief of Police