

URBAN PARK APPLICATION

URBAN DESIGN DIVISION
 326 WEST MARION AVENUE
 PUNTA GORDA, FLORIDA 33950
 (941) 575-3314

PERMIT NO.		DATE:	
Applicant or Organization:		Event/Rental Date(s):	
Type: If event is a joint venture between a not-for-profit organization and a for-profit company, the rental rates will be charged the for-profit rate. Attach copy of non-profit status with IRS certification or copy of the State of Florida tax exemption certificate. <input type="checkbox"/> For profit <input type="checkbox"/> Not-for-profit (type _____, provide IRS certification) <input type="checkbox"/> Joint Event			
Name of Responsible Party:		Title:	
Address:			
City:		State:	ZIP Code:
Event Name:	Phone/Cell:		Email Address:

Event Description:	Location: <input type="checkbox"/> Government Center Plaza <input type="checkbox"/> Herald Court Plaza <input type="checkbox"/> Hector House Plaza <input type="checkbox"/> Freeman House Open Space <input type="checkbox"/> Herald Court Centre Top Deck <input type="checkbox"/> Other (Specify)_____
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Set-up Time			Actual Event Times		Clean Up Time	
Date	From	To	From	To	From	To

How many attendance is estimated for this event?_____

Has this event been held in the Past? Yes No

If yes, when_____ How many attended? _____

Describe traffic control, if using Herald Court Centre Top Deck, (NOTE: Must notify public 24-hours prior to closing the top desk):	
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Are tents proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a separate tent permit is required through the Fire Department Office at 941-575-5529	Will admission be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are any of the following City Assistance being requested? (check all that apply) <input type="checkbox"/> Electricity <input type="checkbox"/> Water <input type="checkbox"/> Other
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Will music be involved? Yes No - If yes, provide details of type of music, time of performance, etc.

Name and contact information for 2 representatives who will be in charge at the event	Name:	Phone:
	Name:	Phone:

City of Punta Gorda - WAIVER AND FACILITY PERMIT

It is hereby agreed and understood that the above facility is reserved, as specified, for the use of the above named person and/or User. The facility reserved is subject to inspection by any authorized representative of The City of Punta Gorda in order to assure proper use of City property. This permit must be in the possession of the User to whom it is issued and shown upon request to any of the above-mentioned representatives.

The User assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of City property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The User shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the Facility, and shall indemnify and hold harmless The City of Punta Gorda and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The User further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

Signature	Organization
Typed or Printed Name & Title	Date

STATE OF _____)
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____, who is personally known to me or who has produced _____ as identification and who did not take an oath.

 Notary Public, State of Florida (Seal)
 My commission Expires: _____

FOR OFFICE USE ONLY					
Rental Fee	\$	Date:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check (number)	
DRC Approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No	DRC Date			
City Council Approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No	City Council Date			
Permit #		SAC #			
City Approval		Date Approved			
CC:	City Police Department Fire Department	Code Compliance Building Department	City Manager's Office Parks and Grounds	Urban Design	