

Event Permit Application
Sebastian County Parks Department
7200 Zero, P.O. Box 3609
Fort Smith, AR 72913
479-646-2444 / fax 7779

Some large events (over 100 participants and/or organized events within the park i.e. 5k, car show etc.) may require additional planning and should begin the application process no less than 45 days in advance. This will ensure adequate time for review and logistics. Advertising an event prior to receiving a signed Event Permit is not allowed. Large and Special Events require a \$50 Administration Fee

Event Information

Name of Event (i.e. Smith/Doe Wedding; ABC Company Annual Picnic; etc.)

Date of Event _____ Location _____

Start Time _____ End Time _____

Type of Event; Explain activities

Contact Information

Point of Contact Name (Last, First) _____

Address _____

City _____ State, Zip _____

Contact Telephone Number _____

Email Address _____

Alternate Contact Person (Last, First) _____

Alternate Contact Numbers _____

Expected Number of Participants _____

Type of Event Public _____ Private _____

Special Conditions (Describe all that apply. All properties brought into the park must be removed immediately following the event schedule).

	No	Yes	#	Location
Tents				
Inflatable Bounces/Slides				
Banners				
Signs				
Booths				

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	No	Yes	Describe
Amplified Music			
Outside Vendors			

The following Items maybe necessary based on the size of the event proposed

- Professional Security/Traffic Control
- Portable Toilets
- Emergency Personnel
- (Contacts available through the Park Admin Office)*

A cleaning deposit in the form of money order or check is required before a permit is issued. The deposit is dependent on the size of the event.

Applicants of events may be required to furnish a Certificate of Insurance on a fully paid comprehensive public liability and property damage insurance policy from a licensed broker, protecting Sebastian County, the Sebastian County Parks Department, its officers, elected officials, appointed officials, and employees, agents and assigns from any and all claims which may result from or in connection to the special event. Sebastian County and Sebastian County Parks Department must be named as "Additional Insured" on the certificate. Applicants must, if required by the Sebastian County Parks Department, produce a copy of the policy with all endorsements. The Parks Administrator must receive the certificate at least ten (10) days prior to the special event. Limits and type of insurance coverage may change because of the different activities of each special event.

I agree to hold no representative of Sebastian County Parks or Government liable for any injuries that may result from my group's usage of Ben Geren Park.

I have read the Event Permit Application. I understand the Rules and Regulations included here to. I agree with the charges and fees set forth by this permit.

Printed Name _____

Signature _____ Date _____