

Sebastian County Parks and Recreation

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www.sebastiancountyonline.com

Event Permit Application

In order to determine your event requirements, you must begin the application process no less than 45 days in advance of the requested event date. Advertising an event prior to receiving a signed Event Permit is not allowed. This application must be completed in its entirety before a permit will be issued.

Event Information

If you have any questions the day of your rental, please contact the Maintenance at 479-461-3958 or Golf Pro Shop at 646-5301.

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 _____

Vendor Participants (*Vendor Permits are required and can be obtained through the parks administration office. Permits must be displayed on site the day of the event.*)

1. _____
2. _____
3. _____
4. _____

SebastianCounty
Parks

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

| | No | Yes | # | Location |
|---------------------------|----|-----|---|----------|
| Tents | | | | |
| Inflatable Bounces/Slides | | | | |
| Banners | | | | |
| Extra Seating | | | | |
| Signs | | | | |
| Booths | | | | |

Amplified Music Describe _____

The following items may be 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 _____

