



Event start Date: _____

**SPORTS LEAGUE/TOURNAMENT/
RECREATION EVENT ACTIVITY APPLICATION**

Application should be in 30 days before your event.

SECTION 1- Application must be completed in its entirety and approved by the Park Director before your event is confirmed. Do not publicize your event before **receiving approval from the Park Director. Return completed application to:**

Palmyra Parks & Recreation

301 South Main

Palmyra, Mo. 63461 Phone: (573)769-9534 Fax: (573)769-4762 Email: palmyraparksandrec@centurytel.net

Name, Sponsoring Group/Organization: _____

Group/Organization Status (Check all that apply):
 Private Commercial
 Not-for-Profit Organization (501c3) For-Profit Organization Incorporated

Group/Organization Address: _____ City: _____ State: _____ Zip: _____

Responsible Party/Contact Person: _____

Telephone Number(s): (H): _____ (W): _____ (Cell): _____

Park/Area/Field Requested: _____

Dates/Time Requested (Include set-up and take down): _____

Name of Event/Activity: _____

Purpose/Description of Event/Activity: _____

Projected Event/Activity Attendance: _____

Event/Activity Fees and Charges? Yes No

Attach program budget and actual expenses and revenue from previous programs:

If "Yes" mark appropriate fees:
 Admission Fee(s) \$ _____
 Food/Beverage Concessions

Required Additional Park District Services:

Picnic Tables _____ (\$3 ea.) Trash Receptacles _____ (\$1 ea.)
 Bleachers _____ (\$5 ea.) Other _____

Volleyball Court Rental:

_____ \$25 All Day

Parks & Recreation Event/Service Fees/Charges (If The Parks Department Opens Concession)

Field Event Fee:	___ \$30 Half Day ___ \$60 All Day	\$ _____
Lights:	___ \$20 Per Hour	\$ _____
Additional Services:		\$ _____
Damage Deposit:		\$ _____
Total Due:		\$ _____
		Date Paid: _____

Parks & Recreation Event/Service Fees/Charges (Without Park Running Concession)

Field Event Fee:	___ \$50 Half Day ___ \$80 All Day	\$ _____
Lights:	___ \$20 Per Hour	\$ _____
Additional Services:		\$ _____
Damage Deposit:		\$ _____
Total Due:		\$ _____
		Date Paid: _____

Note: Electrical Changes - any additions or changes must be approved by the Parks Department and will be at the events expense.

I, _____, being the authorized representative of, _____ ,
(Responsible party) (Group/organization)

have read and fully understand that the sponsoring group/organization will be fully financially responsible for all damages to the event/activity grounds and facilities directly related to the conduct of the event/activity.

Additionally, I understand that the sponsoring group/organization will be full responsible for event/activity litter control. Including disposal by private contract or through additional service agreement with the Parks & Recreation Department. It is understood that the group/organization I represent will fully comply with all Park statutes, policies, rules and regulations governing the use of public parks and properties.

NOTE: The Palmyra Parks & Recreation Department reserves the right to revoke this permit at any time.

Signed: _____ Date: _____
(Responsible party)

Signed: _____ Date: _____
(Parks Director)

No person shall drive any automobile, truck, motorcycle, or motorized vehicle within any of the parks in Palmyra except upon the parking lots and roadways without permission of the Director. If permission is granted this in no way limits the organizer's responsibility for damages of any kind, park terrain may be uneven with hazards.

Approved by P&R Board: 10/19/09