



URBAN PARK APPLICATION

DATE RECEIVED:	PERMIT NO:
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Name of Event											
Applicant or Organization											
Event 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	
Phone #'s				Email address							
Description of Event						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) _____					
Set up Time			Event Time						Clean Up Time		
Date	From	To	Date	From	To	Date	From	To			
Has this event been held in the Past?			<input type="checkbox"/> No <input type="checkbox"/> Yes – When _____ In attendance _____								
Describe traffic control, if using Herald Court Centre Top Deck, (NOTE: Must notify public 24-hours prior to closing the top desk):											
Will there be amplified music or entertainment?			<input type="checkbox"/> No <input type="checkbox"/> Yes – Please provide details of type of music, time of performance, etc. _____								
Will tents or canopies be used? (A separate tent permit is required through the Fire Department Office at 941-575-5529)			<input type="checkbox"/> No <input type="checkbox"/> Yes – How Many? _____ What Size? _____								

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name			
Phone #'s			Email address
Name			
Phone #'s			Email address
Are any of the following City Assistance being requested?	Electricity <input type="checkbox"/> No <input type="checkbox"/> Yes	Water <input type="checkbox"/> No <input type="checkbox"/> Yes	Other <input type="checkbox"/> No <input type="checkbox"/> Yes

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.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

_____	_____
Signature	Organization
_____	_____
Type or Printed Name & Title	Date
State of Florida	
County of Charlotte	
The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.	
_____	_____
(Signature of Notary)	(Seal)

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		Permit #	
City Council Approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No	City Council Date		SAC #	
City Approval		Date Approved			
CC: City Police Department, Code Compliance, City Manager's Office, Urban Design, Fire Department, Building Department, Parks & Grounds					