Request for Event Permit for Use of a City Park Facility

Applicant Name _____ Organization (If any)_____

Day Phone _____ PM Phone _____ E-mail address _____

Address _____

Space Requested _____Date(s)_____ Time(s) _____

Describe Event _____

Will there be any fundraising in the park? ☐ No ☐ Yes (How) _____

Responsible Party (if not applicant) _____ Day Time Telephone _____

Need ? ☐ Extra Trash Barrels - How Many? ____

☐ Trash Dumpster

☐ Barricade(s) How Many?____

☐ Will set up a tent or tents Other _____

Bring or mail to City Hall 1104 Broadway, Lamar, Mo. 64759 attention the Park Board. Board meets 1st Monday of every month at 5:00 P.M. at City Council Chambers, City Hall. Meetings are open and notices are posted. When a meeting falls on a holiday, they are held second Monday of the month.

To Be Completed By the Park Board:

Application received (date) _____ By ☐City Offices ☐ Mail ☐ LP&R ☐ _____

Reviewed by Park Board (date) _____

☐ Approved Deposit required ☐ Yes ☐ No $ _____

User fee required ☐ Yes ☐ No $ _____

Or ☐ Denied (for)_____

Notified ☐ In Person ☐ By Telephone ☐By E-mail ☐ By Mail

By _____ Date _____

Permit for Event at a Lamar Park

The Park Board, under established guidelines, has approved the above event to be held at _____ Park

Signed _____ Title _____ _____

May use, as approved ☐ Barricade(s) ☐ tent or tents ☐ trash dumpster/ barrels ☐ Other_____

Deposit Received	User Fee Received
date _____ amount $_____ by _____	date _____ amount $_____ by _____
Check # _____Receipt # _____	Check # _____ Receipt # _____
Returned date _____amount $_____ by _____	

By City Ordinance 1645: **During this event, this Event Permit shall be visible for inspection upon request by the Park Caretaker, Director, the Park Board, or any other city official, alderman or police officer.**

Alcoholic Beverages are prohibited anywhere in public parks.