

# SPECIAL EVENT Park & Facility Reservation Form

CLEAR LAKE PARKS & RECREATION \* PO BOX 185 \* CLEAR LAKE, IA 50428 \* 641-357-7010 \* clpr@netins.net

**This form must be completed and submitted, along with a \$200 deposit check post-dated for your event. Reservations and requests will not be reviewed without proper paperwork, deposit and applicable reservation fees. All events must receive Parks & Recreation Board approval. The Board meets the 4<sup>th</sup> Wednesday of each month. Requests must be submitted to the meeting prior to your event.**

Application Date \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_ Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Ph # \_\_\_\_\_ Cell Ph # \_\_\_\_\_ Email \_\_\_\_\_

## Name and Type of Event (please be specific)

Estimated Attendance \_\_\_\_\_

Date(s) of Use \_\_\_\_\_ Times: From \_\_\_\_\_ to \_\_\_\_\_

Do you anticipate the need for vehicles to be driven in the park?  Yes  No

Will you use our electricity? If yes, indicate uses \_\_\_\_\_

Will you have inflatables?  Yes  No If yes, please describe \_\_\_\_\_

Specify Park Facility/Areas to Reserve:  City Park  City Park Gazebo  Bandshell

Lakeview Room (also attach room reservation form with rental fee)  Seawall Area  City Beach

Street Closing/Parking Needed for Event (complete attached forms w/map)  Other: \_\_\_\_\_

## CONDITIONS:

1. Applicant/User agrees that any activity conducted will be in accordance with all pertinent Clear Lake Parks & Recreation Department regulations and policies, as well as any applicable federal, state or local laws.
2. There are no dogs allowed in City Park during special events per ordinance #671.
3. Applicant/User agrees to not modify electrical systems without prior approval of the Parks & Recreation Department. Any approved change must be made by an Iowa Bonded Electrician and returned to City specifications immediately following event.
4. Any unusual expenses incurred by the City of Clear Lake resulting from this activity shall be the responsibility of the Applicant/User.
5. Applicant/Users shall be responsible for all damage to, misappropriation of, the premises or any part thereof, including contents and furnishings of any building, shall promptly pay and reimburse the City of Clear Lake for any such loss, damage or incurred expense.
6. The Applicant/User shall defend, indemnify and hold harmless the City of Clear Lake, the City of Clear Lake's employees and agents for and against any and all claims, liabilities, costs and expenses, including attorney fees and court costs, arising from, or connected with, the activities occurring or equipment used at Applicant's/User's event on the said premises.
7. **The Applicant/User is responsible for clean up of the facility and area used. A \$200 clean-up deposit will be required. Areas used must be cleaned up no later than 6:30 am the day following the event. Any costs incurred by the City in adequately cleaning up the area shall be billed to the Applicant/User. If food is available, dumpsters must be secured by the Applicant/User and removed promptly after the event. All garbage cans must be clean/empty.**
8. **Applicant/User is responsible to schedule and attend an on-site meeting with Parks & Recreation Department at least one week prior to your event**
9. The Applicant/User shall obtain public liability coverage as specified in the Special Events Application.

Name/Signature of Applicant \_\_\_\_\_

For Office Use Only:

Date \_\_\_\_\_

Approved ( ) Disapproved ( )

Parks & Recreation Director \_\_\_\_\_