Request for Temporary Use of Park and Conditions of Use for Event

(Please type or print)

Please provide complete information and submit request at least 30 days before the date of the event to provide ample time for staff review.

Applicant: _____ _____
Organization/Individual Telephone

Contact: _____ _____
Name Email Address

Address: _____
City, State & Zip Code

Location: _____ Other Impacted Area(s): _____
Name of Park

Date of Event: _____ Time: include setup and take down time _____ _____
From To

Type, Purpose and description of event (Please provide as much detail as possible):

_____

_____

_____

_____

Approximate number of participants/spectators: _____ Does the event have a site plan? Yes / No _____

Will event have vendors? Yes / No _____ Number & type of vendors: General _____ Food _____ Other _____

(Food vendors must have a food handler's license and applicant must make arrangements with Health Department for inspection.)

If this is a fundraiser, do you estimate proceeds over $500.00? Yes / No _____

Charitable Solicitation Permit No. (El Paso Municipal Code Chapter 5.24.140): _____

"Non-Profit" includes any registered person, group or organization recognized as a non-profit organization recognized under the laws of the State of Texas, or who has been given tax exempt status under section 501(c) (3) of the United States Internal Revenue Service, or both.

Pet Event? Yes / No _____Explain:_____ Training Equipment? Yes / No _____

Must comply with El Paso Municipal Code Title 7

Electrity will not be provided for the exception of San Jacinto Plaza stage and Memorial Reserve _____
Initials

Is amplification being used for the purpose of advertising, music, announcements, services, or entertainment?

Yes / No_____ Please Explain_____

List type, number, capacity (voltage) of items listed:

	Microphones	Speakers	Amplifiers	Other
Number:				
Voltage or Amps				

(Prohibited amplification areas include San Jacinto Plaza other than the stage).

NOTICE: The permittee shall comply with all permit requirements and conditions and with all applicable law and ordinances, including but not limited to the City's noise Ordinance, Chapter 9.40 of this code. No amplification permits will be granted between the hours of 10:00 p.m. - 7:00 a.m. that are within residential real property or at an institution, business or facility with sleeping facilities. Prohibited areas include San Jacinto Plaza (other than on stage).

Release: In consideration of the permit for use of park and other conditions of use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event. I understand Parks and Recreation will not be responsible for any lost, damaged or missing equipment.

_____ _____

Signature of Applicant Date

Please Note: If the event is designed to be held by or for any person other than the Applicant, the Applicant shall attach a written communication from the person authorizing the Applicant to request use of the park.

Please complete the below checklist in its entirety.

(Specify quantity. If an item does not apply to your event, check the box labeled N/A)

	YES	NO	N/A	QUANTITY
Tents				Qty:_____ Size: _____ Tent Vendor
Grills				Qty:_____ Propane _____ Charcoal _____
Chairs				Qty:_____ Vendor if applicable
Tables				Qty:_____ Vendor if applicable
Open to the Public				Entrance Fee $
Food to the Public				Explain:_____
Portable Restrooms				Qty:_____ Vendor:
Asking permission to stake into the ground				Explain:
Jumping Balloons*				Qty:_____ Vendor:
Other: Obstacle course bungee, rock climb, mechanical rides, etc.				Qty: Vendor:
Other Entertainment: Face painting, clowns, Bands, Dance Group				Qty:
Informational Booths				Qty:_____ Type_____
				Entertainment, non-profit or for profit?
Distributed Flyers				Explain
Non-Profit/ Tax Exempt				501(c)(3) Form Required with application. X_____Initial
Will news Media be Present				Explain:_____
Will event have signs at the Park				Explain:_____
Special Requests				Explain:
Is Electricty needed (Only San Jacinto Plaza Location)				Explain:
Alcohol				Explain:
				* Special Requirements, approvals and additional fees apply* X_____Initial
Will event have filming to promote a business or service				Explain:

Clean up plan for setup, during and after the event:

*Vendors that have met Liability Insurance Requirements:

EPS Game Doctor - 915-861-2918
Ninja Jump - 915-544-5568
InterXtreme - 915-433-0098
Rolling Video - 915-240-8206
Sarabia's Portable Jons- 915-544-9022

Park Information and Rules

- Electricity is not provided, unless event is held at Memorial Reserve or San Jacinto Plaza Stage.
- Water is not provided.
- Portable restrooms are not provided; permanent restrooms are available at Memorial Reserve.
- Placing of stakes into the ground requires written permission from Parks Administration.
- Park Closed 10:00 p.m. - 6:00 a.m. October 1- April 30
- Downtown Plazas Closed from 1:00 a.m. - 6:00 a.m.
- Park Closed 11:00 p.m. - 6:00 a.m. May 1 - September 30
- No vehicles will be driven or allowed onto park grass areas.
- No restriction for the use of parking lots, streets, and abutting park is not included in reservation and must be shared.
- Littering and dumping of waste prohibited. (Ordinance 9.04.340A).
- Glass beverage containers prohibited. (Ordinance 13.24.190)
- Alcoholic beverages are prohibited; unless event is held in Memorial Reserve and secuirty guards are present (One security guard is required for every 100 persons).
- Illegal to mark, damage, or destroy city property.
- Use of any projectile is prohibited.
- Cleaning is required during setup, during the event and after the event. Clean up plan is required.
- Remove pet droppings, use a leash.
- No horses permitted on park grounds.
- No amusement devises or jumping balloons without written permission.
- Permit required for sale of goods or services.
- Hanging items or decorations on trees or park amenities/ structures is not allowed.
- Permit required for amplified sound.
- Any generator must be placed on a hard surface.

_____ _____

Signature of Applicant Date