

City of Florence
Parks & Recreation Department
Event Application Form
River Heritage Park

Events will not be reserved until appropriate fees have been received. Please review the guidelines prior to submitting this form. Event needs must be submitted by the time line presented in the guidelines in order for the city to assist with the event.

Application Date: _____

_____ **Special Event**

_____ **Social Event**

Event _____ Event Date(s) _____

Event Location: _____ Pavilion only _____ Pavilion and Lawn

Actual Time of Event: From _____ To _____ Number of people _____

Contact: _____ E-mail _____

Phone: _____ Cell: _____ Fax: _____

Address: _____

Presenting Organization: _____

Event Description: _____

Set-up Information (example decorating or personal equipment):

Date & Time of Set-Up _____ Date & Time of Teardown _____

(Additional fees will be charged for set up and take down time for the event)

Special Events Only:

Permits needed:

_____ Noise Waiver / Permit

_____ Vendor Permit

_____ Street Closure Permit

_____ Other: _____

Event Organizer Responsibilities:

_____ Security

_____ Tables/Chairs

_____ Sound System

_____ Tents

_____ Press Release

_____ Portable Toilets

_____ Insurance