

Monroe County Parks Department

Special Use Event Application



Maggie Brooks
County Executive

To be filled out for any event that is open to the public, that has a large number of attendees, or that is another out-of-the-ordinary park use, event or request. Incomplete applications will not be accepted.

Choose the type of permit(s) you are requesting:

- General Event (up to 250 people) \$25
- General Event (251-1000 people) \$100
- General Event (over 1000 people) \$250
- Single Day Special Sales Permit (up to 500 people) \$25 per vendor
- Single Day Special Sales Permit (501-1500 people) \$50 per vendor
- Single Day Special Sales Permit (over 1500 people) \$75 per vendor
- Bouncehouse/Dunk booth/Inflatable/Rides \$25 per activity
- Pony/Hay/Sleigh Ride \$25
- Highland Bowl Rental \$500 per day
- Small Tent \$40
- Large Tent \$100

Information about your event in detail:

Organization: _____ Contact: _____

Mailing Address: _____

Street City Zip code

E-mail Address: _____ Fax #: _____

Day Phone #: _____ Evening Phone #: _____

Park: _____ Date of Event: _____

Time of Event (start/end) _____ # of people: _____

Location Description/Route : _____

Name of Event: _____

Entrance Fee? Yes No Vendors? Yes No Fundraiser? Yes No

List All Items to be Sold: _____

Total of all Fees: _____

Process, Regulations, and Other Info:

- All parks are carry-in/carry-out, which means you must take your trash out of the park completely, we do not provide dumpsters.
- If you need a Lodge or Shelter for your event, please log on to www.monroecounty.gov/parks or call 585-753-7275 and make a reservation.
- Please submit a copy of organization's Certificate of Insurance that lists Monroe County as "additional insured."
- Please obtain a Temporary Food Service Permit from the Health Department if you or any vendors are providing food to the public. Contact the Health Department at 585-753-5553 with any questions.
- Please provide a map showing what areas of the park you will be using and for what activities.
- Please attach a timeline of your event.
- Total up your payment and sign the bottom. Once you have filled everything out, please fax or send your application to us with any additional paperwork that applies to your specific event. **Applications must be submitted at least 30 days prior to the date of your event.**
- Once your application has been received and approved, you will be contacted for your payment. Your methods of payment are: check, cash, money order, or credit card (Visa or MasterCard).
- **You do not have permission for your event until a permit is issued to you.**
- If you have any questions please call 585-753-7281 or e-mail mcparcs@monroecounty.gov

Office Use:

Received _____ Returned _____

Paid _____ Park Rep. _____

Notes:

04/09

Signature

Date

By signing the line above I am agreeing to all of the rules, regulations and understand that if my group damages the park or facilities in any way I will be responsible for all fees to repair the damage.