



Application for City Parks or Facilities Usage

*Name of Applicant or Organization: _____

*Address of Applicant: _____

*Contact Phone Number: _____

Contact Email Address: _____

*PARK OR FACILITY

- ☐ City Square
- ☐ East Tomahawk Shelter – 11 Tables
- ☐ Small East Tomahawk Shelter – 1 Table
- ☐ South Tomahawk Shelter – 1 Table
- ☐ West Tomahawk Shelter – 8 Tables
- ☐ North Melham Shelter – 8 Tables
- ☐ Gazebo @ Melham Park

Rental Fee - \$10.00

- The Park or Facility being reserved must be left in the same condition as it was at the start of the event or the Applicant may be subject to a \$100.00 minimum clean-up fee. The total clean-up fee will be determined after inspection by the Overseer of Streets/Parks.
- It is the responsibility of the Applicant to remove any trash not fitting in provided receptacle in the Park at the conclusion of the event.
- All items belonging to Applicant must be removed at the end of the use period.
- **There will be a usage fee for all For Profit Events of 10% of fee charged per participant or team. If you have people selling items, a Peddlers and Solicitors License is required by each participant.**
- **No Alcoholic Beverages Allowed unless sold at the event by a City authorized vendor.**

*Date of Use: _____

*Time of Use: _____
(Provide attachment detailing multiple times)

Number of Participants for this application: _____

Will there be a fee charged to the participants? ☐ Yes ☐ No

Amount of Fee _____

Will there be a fee charged to spectators? ☐ Yes ☐ No

Amount of Fee _____

What are the fees to be used for: _____

Will alcohol be served? ☐ Yes ☐ No

MELHAM COMPLEX

Which fields will be used: ☐ Field 1 ☐ Field 2 ☐ Field 3 ☐ Multi-Purpose Field

*What activity is the Field/Park being used for?

Signature of Applicant: _____

Date: _____

Signature of Office Personnel: _____

Date: _____