SPORTS LEAGUE/ TOURNAMENT/ RECREATION EVENT ACTIVITY APPLICATION

Event start Date:_____

Section 1 - *Application must be completed in its entirety and approved by the Park Director before your event is confirmed.* **DO NOT** publicize your event before **receiving approval from the Park Director. Return completed application to:**

Palmyra Parks & Recreation
301 South Main
P.O. Box 32
Palmyra, MO 63461

Phone: (573)769-9534 Fax:(888)713-8113
Email: **dmeyers@palmyraparks.com** or **ethompson@palmyraparks.com**

Name, Sponsoring Group/Organization: _____

Group/Organization Status (Check all that apply):
☐ **Private** ☐ **Commercial** ☐ **Non-for-Profit Organization (501c3)**

☐ **For-Profit Organization** ☐ **Incorporated**

Group/Organization Address:_____
City: _____ State: _____ Zip: _____

Responsible Party/Contact Person: _____
Telephone Number(s): (H)_____ (W) _____ (C) _____
Park/Area/Field Requested:_____
Dates/Time Requested (Include set-up and take down): _____
Name of Event/Activity: _____
Purposed/Description of Event/Activity: _____
Projected Event/Activity Attendance: _____
Event/Activity Fees and Charges? ☐ Yes ☐ No

Attach program budget and actual expenses and revenue from previous programs:

If "Yes" mark appropriate fees:
☐ Admission Fee(s) $_____
☐ Food/Beverage Concessions

Required Additional Park District Services:

Picnic Tables _____ ($3 ea.) Trash Receptacles _____ ($1 ea.)
Bleachers _____ ($5 ea.) Other _____

Volleyball Court Rental:
_____ $25 All Day

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Parks & Recreation Event/Service Fees/Charges (*If The Parks Department Opens Concessions)*

Field Event Fee:	_____$40 Half Day	_____$70 All Day	$_____
Lights:	_____$20 Per Hour		$_____
Additional Services:			$_____
Damage Deposit:			$_____

Total Due: $_____ **Date Paid:** _____

Parks & Recreation Event/Service Fees/Charges (*Without Park Running Concession)*

Field Event Fee:	_____$75 Half Day	_____$105 All Day	$_____
Lights:	_____$20 Per Hour		$_____
Additional Services:			$_____
Damage Deposit:			$_____

Total Due: $_____ **Date Paid:** _____

Note: Electrical Changes - any additions or changes must be approved by the Parks Department and will be at the events expense.

I,_____, being the authorized representative of,_____,
(Responsible party) (Group/Organization)

have read and fully understand that the sponsoring group/organization will be fully financially responsible for all damages to the event/activity grounds and facilities directly related to the conduct of the event/activity. Additionally, i understand that the sponsoring group/organization will be fully responsible for event/activity litter control. Including disposal by private contract or through additional service agreement with the Parks & Recreation Department. It is understood that the group/organization I represent will fully comply with all Park statutes, policies, rules and regulations governing the use of public parks and properties.

Note: The Palmyra Parks & Recreation Department reserves the right to revoke the permit at any time.

Signed: _____ Date: _____
(Responsible Party)

Signed: _____ Date: _____
(Parks Director)

No person shall drive any automobile, truck, motorcycle, or motorized vehicle within any of the parks in Palmyra except upon the parking lots and roadways without permission of the Director. If permission is granted this in no way limits the organizer's responsibility for damages of any kind, park terrain may be uneven with hazards.

Approved by P&R Board: 10/19/09