

City of Florence
Parks & Recreation Department
256-760-6416
shiebel@florenceal.org

Event Application Form

River Heritage Park

Events will not be reserved until appropriate application and fees have been received. Please review the guidelines and check availability of event date prior to submitting this form. Event needs must be submitted according to the timeline presented in the guidelines in order for the city to assist with the event.

Application Date: _____

_____ **Social Event** (*private*)

_____ **Special Event** (*open to the public*)

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: _____

Address: _____

Presenting Organization: _____

Event Description: _____

Set-up Information – Tables and chairs are included & will be ready 15 minutes prior to event time. Additional fees will be charged for set up and take down time otherwise needed for the event. Please include the additional time below in the event rental time.

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

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