



# Town of Orange Park

2042 Park Avenue, Orange Park, FL 32073

(904) 264-9565 Fax: (904) 278-3033

Events & Recreation Department

## EVENT APPLICATION

The Town of Orange Park owns several locations that are traditionally used by the public for a wide variety of activities and events. This application form may be used for any Town-owned locations, including streets and roads, and should be completed by someone that is both familiar with the proposed event and is a member of the sponsoring organization or entity. Should you have any questions in completing the form, you may call the Town of Orange Park for clarification or additional information at (904) 264-2635.

NAME OF EVENT: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

*(Map of location and/or course route must be attached)*

EXPECTED NUMBER OF ATTENDEES/PARTICIPANTS: \_\_\_\_\_

SETUP START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT: \_\_\_\_\_ TITLE: \_\_\_\_\_

### **FEES:**

Depending on the specific location and the number of participants involved, the Town has applicable charges that will be assessed regarding required support services, mailing notices, custodial help, police or fire participation or other related expenses. Once the Town has received this request and assessed the impact of the event, the applicant will be notified of the amount to be charged. In some cases, the Town requires liability insurance coverage including the issuance of a Certificate of Insurance naming the Town as an additional insured. Fees and charges, once paid, are non-refundable should the event not occur for any reason.

**RUN/WALK INFORMATION**

If your event is a run or walk, provide the following information:

RUN START TIME: \_\_\_\_\_

STARTING POINT: \_\_\_\_\_

ENDING POINT: \_\_\_\_\_

DESCRIPTION OF ROUTE: \_\_\_\_\_  
*(Map of location and/or course route must be attached)*

TOTAL COURSE LENGTH: \_\_\_\_\_

REQUESTING USE OF: *(circle one)*     **SIDEWALKS ALONG ROUTE**                     **STREET CLOSURE ALONG ROUTE**

**POLICE INFORMATION:**

The hosting organization is responsible for coordinating police support of your event at least 60 days prior to the date of your event. Please contact Chief Gary Goble of the Orange Park Police Department at (904) 264-5555 or ggoble@townop.com to make arrangements.

**STATE ROAD USEAGE:**

If you are requested the use and/or closure of a state road (i.e. Kingsley Avenue or Park Avenue/US17), a separate FDOT application must be completed. This application can be obtained from the Events & Recreation Department by calling (904) 278-3043 or emailing edockery@townop.com.

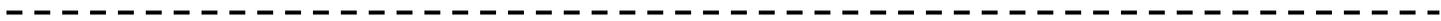
**TOWN HALL PARK USE INFORMATION:**

The hosting organization is responsible for securing start and end locations for the run. If either of these points will be at Town Hall Park, a separate application must be completed and rental fee paid. This application can be obtained from the Events & Recreation Department by calling (904) 278-3043.

*\*Town Hall Park is only available to non-profit organizations and subject to availability.*



**OFFICE USE ONLY BELOW THIS LINE**



EVENTS & RECREATION APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

POLICE DEPARTMENT APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

USER FEE: \$ \_\_\_\_\_ INSURANCE REQUIRED:  Y  N PERSONNEL REQUIRED:  Y  N

QUANTITY: \_\_\_\_\_ DEPARTMENT(S): \_\_\_\_\_