

VETERAN'S MEMORIAL LAKE PARK AMPHITHEATER USE APPLICATION

COMMUNITY CONCERTS, PERFORMING ARTS AND EVENTS TAKE BOOKING PRECEDENCE.

Applicant's Name (Business/Organization): _____

Non-Profit/Fed ID# _____

Designated Contact: _____ Phone: _____

Email: _____

Website: _____ Social Media: _____

**For business/organization/public event*

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Event Information

Type of Event: Wedding Concert/Performance Other: _____

Proposed Date: _____ Tentative Schedule of Events Attached

Event Description: _____

Estimated Attendance: _____

**Note: Plans for parking, traffic control, porta-potties and security may be required based on size.*

Food at event? Food Truck Caterer Other _____

**Proper permits must be secured no less than 1 week prior to event.*

Vendors at event? No Yes Description: _____

**Appropriate vendor licenses are required.*

Alcohol at event? No Yes Description: _____

**Please note there are specific protocols and permit requirements.*

Changing rooms needed? No Yes

**Do not have water or restroom facilities.*

Bringing in rental equipment? Tables/Chairs Tent Sound Equipment

**None of these amenities are provided or available for rent through the City of Norwalk/Park & Rec.*

Can provide a certificate of insurance, if needed? No Yes

**Up to \$1,000,000 with City of Norwalk named additionally insured.*

I understand that this is a public park:

- Ticketed events; blockage of traffic; reservation of parking not permitted unless special prior approval is petitioned and granted.
- Music played in the park must be appropriate for all audiences; noise levels maintained at level that does not interfere with other park users; performance/activity that creates disturbing sound or vibration may be discontinued.
- Park rules must be followed by all renters and participants; respect must be shown to all grounds, property, park users and staff; rules of marking, signage & decorating must be followed.
- The City of Norwalk/Parks & Recreation Department not responsible for any lost, stolen, unsupervised items; prior day set up not permitted unless special approval is petitioned and granted.
- Events must end at dusk unless special approval is petitioned and granted.

Rental Pricing

Off Hours: Mon - Fri (Before 4:00)	\$45	(\$35 Non-Profit)
<i>*Paid in full within 1 week of approval</i>		
Prime Hours: Mon - Fri (After 4:00); Sat, Sun, Holidays	\$300	(Includes Shelter #3)
<i>*Paid in full within 30 days of event</i>		
	\$350	(Includes Shelter #4 w/electric)
	\$100	(Refundable Deposit)
Permitted Alcohol	\$TBD	

Total: _____

Prime Hour Deposit

- Paid within 1 week of application approval
- Request for refund can be made after the event with confirmation of adherence to all rules & regulations. Refunds are issued as checks from the City of Norwalk.

Cancellation Fee

- Requests within 60 days of cancellation will incur a fee of 50% of total paid or can be rescheduled or credited with no penalty.

I hereby certify that the information I have provided on this form is complete and accurate to the best of my knowledge. I agree to the terms set forth in this application and the accompanying Rules & Regulations.

Signature of Applicant

Date