

# Park Usage Request Form



Name of event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Time of event: \_\_\_\_\_

Sponsor/Organization: \_\_\_\_\_

Contact person \_\_\_\_\_ Phone # \_\_\_\_\_

Type of event (concert, race, parade, wedding) \_\_\_\_\_

Purpose of event : \_\_\_\_\_

Village park/street(s) requested: \_\_\_\_\_

# of support people at event \_\_\_\_\_ # of participants expected \_\_\_\_\_

Will medical personnel be provided? \_\_\_\_\_

DPW equipment needed: \_\_\_\_\_

Please attach:

1. Certificate of insurance showing Village of Liverpool as additional insured beneficiary.
2. Map of Village Streets showing event's route (*applicable to parades, races, etc.* )

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I HAVE READ the attached Village of Liverpool Code regarding park usage and understand the conditions established by the Village of Liverpool Board of Trustees for the protection and safety of the village, the event participants, and the public in general.

§101-1 of the Village Code is in place to preserve the Parks of the Village of Liverpool.

I UNDERSTAND THAT destruction or damage, intentional or unintentional, caused to any Village of Liverpool Park by an organization with park usage permits will leave that organization responsible to restore the Village Park to its prior condition.

I HEREBY AGREE to comply with all conditions and or terms established by the Village of Liverpool relative to a special event for which I am responsible and/or in charge. I agree to inform my support staff, as well as any and all participants in the event of the rules, regulations, and special conditions which have been established. I understand that any violation of these conditions shall render this permit null and void and may discredit any future special event permit applications for the sponsor.

\_\_\_\_\_  
Print name of Sponsor Representative

X \_\_\_\_\_  
Signature of Sponsor Representative

◆.....◆(office use only)◆.....◆

REQUEST APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Village Clerk

L.P.D. Officers needed: ( ) officers at ( ) hours at \$40.00 per hr/ officer \$ \_\_\_\_\_

Public Works employees needed: ( ) men at ( ) hours \$25.00 per hr /man \$ \_\_\_\_\_

Cost of Department of Public Works equipment needed: \$ \_\_\_\_\_

**Total cost for Sponsor** (*determined by and payable to the Village of Liverpool*) \$ \_\_\_\_\_