



City of Hot Springs Parks and Trails Department Event/Park Facility Request Form

Fill in all applicable areas of this form and return it to the Parks and Trails Department
by mail at P.O. Box 700 Hot Springs, AR 71902 or by fax at 501-321-6813.

Name of Group _____ Contact Person _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Cell _____ Fax _____
 Type of Event _____
 Purpose of Event _____

Public Benefit _____

Park Location _____ Expected Attendance _____
 Day/Date/Times of Event _____

Chaperonage/Security Arrangements (please list names, addresses and phone numbers of chaperones, one adult per twenty minors, and/or security arrangements for your event:

Special Requirements (please be specific) _____

Performers*(list names, addresses and telephone numbers of performers) _____

*Subject to all Parks and Trails policies, rules and regulations, including live music permit, if music is planned. All fundraising events must display a sign stating Donations Only, pursuant to the Transient Merchants Ordinance.

_____ Please check here if you are applying for a Fee Discount.

To apply for a fee discount the following criteria must be met by the event/organization.

- 1) Non-Profit Organization/Civic organization 2) No charge to the public
- 3) Event open to the public 4) One discount per year (unless other arrangements made)

Please include Tax ID number _____

Proof of Non-Profit status must be provided with payment for event. The Parks and Trails Department reserves the right to display a Parks and Trails banner during fee discount events and activities.

Department Use Only

Fee Schedule			
Pavilion Rental City Residents @ \$10.00 per hour x _____ hrs.		\$ _____	\$ _____
Pavilion Rental Non-Residents @ \$20.00 per hour x _____ hrs.		\$ _____	\$ _____
Large Group Fee @ \$50.00 (100+ Persons, subject to capacity)		\$ _____	\$ _____
Activity Fee @ \$25.00 per activity x _____		\$ _____	\$ _____
Inspection Fee @ \$25.00 (weekend use only)		\$ _____	\$ _____
Live Music Permit/Electricity Fee @ \$50.00 per day		\$ _____	\$ _____
	SUBTOTAL	\$ _____	\$ _____
Security/Clean-up Deposit (<i>refundable</i>) \$100.00		\$ _____	\$ _____
	TOTAL	\$ _____	\$ _____

 Anthony Whittington, Parks and Trails Director

 Date