



EVENT PROPOSAL

Organization Name: _____

Address: _____

Telephone/Fax: _____ / _____

Contact name(s): _____

Is this a not-for-profit/501(C)3 organization? Yes No
(If yes, please attach proof of 501(C)3 status)

Is this Event a fundraiser? Yes No

Who will receive funds raised?

Organization submitting this proposal

Other _____

(All fundraising activities must receive the prior approval of the Parks Director.)

Name of Event: _____

Date of Event: _____ Hours of the Event: _____ Required Set-up/Tear-down time: _____

Estimate of number of attendees: _____

Will this Event be open to the general public? Yes No

If yes, may we promote it in our Activity Guide? Yes No

Event to be held at: St. Patrick's Ferrettie Baugo Creek Bendix Woods Spicer Lake

Shelter/area desired: _____

Do plans involve utilizing Tents/Canopies? Yes No

Please describe the proposed Event, the types of activities planned, the use of vendors (food or other), fundraising details, and special needs requirements: _____

Please describe any requirements/expectations you have regarding facilities/amenities, open areas, access to certain areas, equipment, and Park Staff: _____

Additional Comments & Information: _____

Please provide a basic (proposed) layout of the Event on the attached Park map (i.e., How do you envision the layout of activities, tents/canopies, walking/jogging routes, vendor locations, etc?).

Will you be marketing/promoting this Event? Yes No

If yes, please provide an example of a promotional material (flyer, brochure, ad, etc.) that may utilized.

Authorized Representative's Printed Name

Date

Signature

Title

*Please return completed form to: St. Patrick's County Park
ATTN: Vicki Parmley
50651 Laurel Road
South Bend, IN 46637*

NOTE: St. Joseph County Parks Department reserves the right to require all event coordinators provide proof of liability insurance, adequate maintenance and security personnel, and additional restroom facilities. St. Joseph County Parks requires that event coordinators sign a Waiver of Claim. All vendors associated with the event will be required to show proof of compliance with all laws and ordinances and will be required to pay a fee to St. Joseph County Parks prior to vending approval.