



# Metropolitan Park Application

OFFICE OF SPECIAL EVENTS

1410 Gator Bowl Blvd

Jacksonville, Florida 32202

Office (904) 630-0837 Fax (904) 630-0538

Submission and acceptance of this application **is not** to be construed as an approval of your request for use of property!

## Applicant

Application Date \_\_\_\_\_

Name/Organization \_\_\_\_\_ FEID Nbr \_\_\_\_\_

Indicate if organization is profit/non profit: Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Fax Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

## Activity

Date Requested \_\_\_\_\_ Entire Park \_\_\_\_\_ Pavilion \_\_\_\_\_

Overlook \_\_\_\_\_ Wooden Docks \_\_\_\_\_ Cowford Commons \_\_\_\_\_

Type of Event Public \_\_\_\_\_ Private \_\_\_\_\_

Ticketed \_\_\_\_\_ Free \_\_\_\_\_

If event is ticketed: Ticket prices \_\_\_\_\_ Points of sale \_\_\_\_\_

Scope of Event: **Please provide a detailed description of your event on the attached sheet**

Event Time \_\_\_\_\_ Load in - Load out: \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Estimated Vehicles \_\_\_\_\_

What types of entertainment will be provided? \_\_\_\_\_

Electrical power needed? \_\_\_\_\_ If yes, estimated amount \_\_\_\_\_

What types of food, goods, or services will be sold or distributed? **All organizations must have a vending permit to sell food and drinks.**

\*Will alcohol be sold or served? Serving \_\_\_\_\_ Selling \_\_\_\_\_ No Alcohol \_\_\_\_\_

**\*NOTE: In order to SERVE OR SELL ALCOHOL you must be a NON-PROFIT ORGANIZATION and possess the proper liquor liability insurance and if applicable, the appropriate liquor license.**

**\* NOTE: Applicant agrees not to advertise, publicize or promote the location for this event until an agreement for use has been fully executed. The Office of Special Events may refuse to grant an agreement for use if this provision is violated.**

Is the event being promoted to the public? \_\_\_\_\_

How is event being promoted? Include name of publication, station or channel, and web site address

Newspaper \_\_\_\_\_ Magazine \_\_\_\_\_ Flyers \_\_\_\_\_

Television \_\_\_\_\_ Radio \_\_\_\_\_ Internet \_\_\_\_\_

I certify that the above information, to the best of my knowledge is correct. I also, certify and understand that if I misrepresent the size and scope of event, or obtain use of this property fraudulently, future permits will be denied.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

