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**Special Event Permit Request Form**

**Applicant Information:**

* Name of Applicant/Organization: Click or tap here to enter text.
* Contact Person: Click or tap here to enter text.
* Phone Number: Click or tap here to enter text.
* Email Address: Click or tap here to enter text.
* Organization address Click or tap here to enter text.

**Event Details:**

* Name of Event: Click or tap here to enter text.
* Date(s) of Event: Click or tap here to enter text.
* Time(s) of Event: Click or tap here to enter text.
* Location/Name of Park Requested: Click or tap here to enter text.
* Purpose of Event: Click or tap here to enter text.

**Event Description:** [Please provide a brief description of the event, including activities, expected attendance, equipment, and any special requirements.]

Click or tap here to enter text.

**Permit Requirements:**

* Will the event involve amplified sound? [ ] Yes[ ] No
* Will the event require an open flame? [ ] Yes[ ] No
* Will the event involve the consumption of alcohol? [ ] Yes[ ] No
* Will the event require additional facilities (e.g., electricity, porta potties, water access)?

 [ ] Yes [ ]  No

* Will the event involve the sale of goods or services? [ ] Yes [ ] No
* Will the event require temporary structures (e.g., tents, stages)? [ ] Yes [ ] No
* Will the event require parking accommodations? [ ] Yes [ ]  No
* Will the event require road closures or traffic management? [ ] Yes [ ]  No

**Additional Information:** Click or tap here to enter text.

**Terms and Conditions:**

1. The applicant agrees to abide by all rules, regulations, and ordinances governing the use of parks and recreational facilities in the City of Everett.
2. The applicant is responsible for obtaining any necessary permits or licenses required for the event, including but not limited to, liquor licenses, food permits, and entertainment licenses.
3. The applicant agrees to clean up the event area promptly after the conclusion of the event and dispose of all trash and debris properly.
4. The City of Everett reserves the right to revoke or deny park permits at any time for violations of park rules or for any other reason deemed necessary by the city administration.
5. The applicant agrees to indemnify and hold harmless the City of Everett, its officers, employees, and agents from any liability, loss, or damages arising out of or related to the event.

**Signature of Applicant**

**Date:** Click or tap here to enter text.

**Please submit this form to the City of Everett Parks Department for review and approval at least 2 weeks prior to the scheduled event date. For questions or assistance, please contact Everett City Hall at 617-394-2270.**

**Approval: [To be completed by the City of Everett]**

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Comments/Conditions: [Please provide any comments or additional conditions related to the approval of the park permit.]**