



Application for City Parks or Facilities Usage

*Name of Applicant or Organization: _____

*Address of Applicant: _____

*Contact Phone Number: _____

Contact Email Address: _____

*PARK OR FACILITY

- City Square
- East Tomahawk Shelter – 11 Tables
- Small East Tomahawk Shelter – 1 Table
- South Tomahawk Shelter – 1 Table
- West Tomahawk Shelter – 8 Tables
- North Melham Shelter – 2 Tables
- Gazebo @ Melham Park

Rental Fee - \$10.00

- The Park or Facility being reserved must be left in the same condition as it was at the start of the event or the Applicant may be subject to a \$100.00 minimum clean-up fee. The total clean-up fee will be determined after inspection by the Park Superintendent.
- It is the responsibility of the Applicant to remove any trash not fitting in provided receptacle in the Park at the conclusion of the event.
- All items belonging to Applicant must be removed at the end of the use period.
- **There will be a usage fee for all For Profit Events of 10% of fee charged per participant or team. If you have people selling items, a Peddlers and Solicitors License is required by each participant.**
- **No Alcoholic Beverages Allowed unless sold at the event by a City authorized vendor.**

*Date of Use: _____

*Time of Use: _____
(Provide attachment detailing multiple times)

Number of Participants for this application: _____

Will there be a fee charged to the participants? Yes No
Amount of Fee _____

Will there be a fee charged to spectators? Yes No
Amount of Fee _____

What are the fees to be used for: _____

Will alcohol be served? Yes No

MELHAM COMPLEX

Which fields will be used: Field 1 Field 2 Field 3 Multi-Purpose Field

*What activity is the Field/Park being used for?

Signature of Applicant: _____

Date: _____

Signature of City Clerk: _____

Date: _____