

**Kalamazoo County Parks  
Special Event Request**



**Submit to:**  
Kalamazoo County Parks  
2900 Lake Street  
Kalamazoo, MI 49048  
(269) 383-8778  
Fax: (269) 383-8724

**Instructions:** Fill out the following form completely and submit to Kalamazoo County Parks for approval 90 days prior to the planned event or activity. After the Park Staff and the Park Commission approve the event, the appropriate fee will be determined and a contract will be prepared and signed by all parties that will identify fees, insurance requirements, or any other terms deemed necessary.

**Kalamazoo County Special Event Fee Policy:** Special Event Requests for Kalamazoo County Parks will be reviewed to determine all event associated expenses. This includes all established park user fees, camping fees, equipment rental fees, labor expense, utility expenses, trash disposal, advertising expenses, supplies, operation expenses, opportunity costs, and any other event related expenses. The proposed fees, proposed revenue, and other special event requirements will be presented to the Park Commission for consideration at the regular monthly meeting of the Kalamazoo County Park Commission.

**Application Information**

Name of Applicant/Organization:	Contact Person:
Address:	Address (if different from Applicant/Organization)
City, State, Zip Code:	City, State, Zip Code:
Telephone Number:	Telephone Number:
Tax Status:	Cell Phone Number:

**General Information**

Event Activity (please check all that apply)

<input type="checkbox"/> Commercial Event/Activity	<input type="checkbox"/> Event/Activity Require Use of Utilities	<input type="checkbox"/> Food, Beverages will be Sold to the Public
<input type="checkbox"/> Non-Profit Event/Activity	<input type="checkbox"/> Special Camping Required	<input type="checkbox"/> Sound Amplification Equipment will be used
<input type="checkbox"/> Parks Staff Required	<input type="checkbox"/> Alcohol will be present	

**Proposed Event/Activity**

Event or Activity Name:	Proposed Dates of Event:	Times of Event:
Park / Property Requested:		
How Many will be Attending the Event/Activity:	How Many People will be Participating in event:	
Fees Charged to Attend Event:	Fees Charged to Participate in Event:	

Any other fees/charges associated with event:

Describe event in detail. Include all activities, equipment, facilities (attach additional pages if necessary)

List of all areas and park facilities required for the event. List any additional comments for the proposed event/activity:

List any equipment, staffing, park facilities, services, or any other additional needs:

Signature of Applicant	Date:
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