



## EVENT APPLICATION OF INTENT

**MUST SUBMIT 60 DAYS BEFORE EVENT**

APPLICANT INFORMATION				
Applicant/Agent Name:				
Organization Represented by Applicant:				
Event Sponsor:				
Applicant/Agent Phone & Contact Information:	Phone:	Address:		
	Email:			
Event Set Up Date/Time: (i.e., tents, portable restrooms, etc. Note traffic control plan may be necessary)	Date:	Time:		
Event Operation Date/Time: (Include information of each day)	Date:	Time:		
Event Break Down Date/Time: (Note traffic control plan may be necessary)	Date:	Time:		
EVENT OPERATIONS				
Official Name of Event:				
Address of Event:				
City Services Required:				
Describe in detail the nature of the event  (Attach additional sheets if information exceeds space available to completely describe all activities being conducted.)				
11. Is the event <b>Private</b> <b>Public</b> ?	A <b>Private</b> event is one in which a specified guest list and attendees are known; a <b>public</b> event is one in which the general public is invited through word-of-mouth, flyers, or media advertisement.			
12. Anticipated Attendance: Spectators/Volunteers	Total – Duration of Event:		Maximum at any one time:	
13. Event Level:  (See Event Application Instructions Sheet for further detail on LSMC 14.16C.065 Events. A Park Use Permit may be required for events that do not qualify for an Event Level.)	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>
	<ul style="list-style-type: none"> <li>100 to 500 attendees</li> <li>Up to 1 day</li> </ul>	<ul style="list-style-type: none"> <li>500 to 1,000 attendees</li> <li>Up to 2 consecutive days</li> <li>Up to 3 similar events</li> </ul>	<ul style="list-style-type: none"> <li>1 day a week</li> <li>Reoccurring on a periodical or seasonal basis</li> <li>Pre-application meeting required</li> </ul>	<ul style="list-style-type: none"> <li>1,000+ attendees per day</li> <li>Up to 4 consecutive days</li> <li>Pre-application meeting required</li> </ul>