

GEAUGA PARK DISTRICT

Special Use Permit Written Request

Park District policy requires this written request be submitted AT LEAST THREE (3) WEEKS PRIOR TO YOUR EVENT.

You may submit this form by emailing to permits@geaugaparkdistrict.org, faxing it to 440-286-1285 or mailing to Geauga Park District, Attn: PERMITS, 9160 Robinson Road, Chardon, Ohio 44024-9148.

Allow up to three (3) weeks for processing, during which time we will hold the facility for you. We will notify you when the process is complete. To cancel a request or reservation, call 440-286-9516 as soon as possible. Thank you for your cooperation.

Name:

Address: City: State: Zip:

Phone number(s): Email:

Event Details

Date/time: Time: Park Name: Expected attendance:

Facility Name: Trails or other specific location:

Type of event: Party Shower Wedding Corporate meeting Other Specify Other:

Sports Event Sponsoring Organization

Will you bring a tent? Yes No **If yes,** Own tent Rental (provide company below) Tent size(s):

Will you bring extra chairs? Yes No **If yes,** Own Chairs Rental Chairs (provide company below)

If yes, chairs will be placed: Inside facility Outside facility

Will you be distributing? Food/Beverages Promo Items Other (specify)

Will you bring other equipment (sound system, lattice arch, gas grill, canopy, inflatables, staging, etc.)? Yes No

If yes, specify:

Are you using a caterer* or an other vendor-contracted services (equipment rental, entertainment, etc)? Yes No

If yes, complete name & address for each:

NOTE: When using a caterer, your caterer must also complete a "Catering Request Form." Sports events require that you sign a "Conditions of Use" document.

When completed, please submit through one of the following methods:
print or save to PDF and email, print and scan to email, or print and mail or fax.