



1800 Citizens Dr., Benton, AR 72015
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www.bentonar.org/departments/parksrec

SPECIAL EVENTS APPLICATION

The City of Benton Parks and Recreation Special Events Application is required to reserve any space within the city parks system. Special events have specific requirements and applications before approval may be issued. Advanced notification is required from the Parks and Recreation Department to help ensure the best possible service for your event. By complying with this Agreement and the bounds set herein the Parks and Recreation Department can help ensure your reservation is adequately prepared for, facilitated, and maintained.

THIS APPLICATION MUST BE SUBMITTED A MINIMUM OF 30 DAYS PRIOR TO YOUR EVENT DATE.

REPRESENTATIVE INFORMATION:

Name: _____ Phone: _____

E-Mail: _____

Organization (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

EVENT INFORMATION:

The city permits and encourages use of its public parks and facilities for small to medium sized events and gatherings. All types of events are welcome including but not limited to block parties, Easter Egg Hunts, movie nights, etc. Please list the dates and times you are requesting and attach a proposal for approval. **Deposit: \$250**

Have you hosted this event before? Yes No Insurance? Yes No Est. Attendance: _____

Preferred Payment Method: Cash Check Credit Card Other: _____

☐ Farmers Market	☐ Riverside Park	☐ Bernard Holland Park	☐ Tyndall Park
☐ Ralph Bunche Park	☐ Dog Park	☐ CW Lewis Stadium	☐ Sunset Lake
☐ Hooked on Fishing Lake	☐ River Center Gym	☐ Gene Moss Building	☐ Tyndall Park Amp

Event Title: _____

Event Date: _____ Backup Date: _____

Set-Up Time: _____ Starting Time: _____

Tear-Down Time: _____ Ending Time: _____

EVENT QUESTIONNAIRE:

Does your event require additional water supply?	Yes	No
Does your event require additional electrical supply?	Yes	No
Are you requesting street/parking lot closures?	Yes	No
Are you requesting stage setup and usage? <i>(\$250 fee)</i>	Yes	No
Will you or any company or individual hired by you:		
Provide Food Service/Sale?	Yes	No
Provide Merchandise Retail Sales/Vendors	Yes	No
Provide live music or large-scale entertainment?	Yes	No
Provide or erect mechanical or inflatable amusement rides?	Yes	No
Erect tents, canopies, or other temporary structures during the event?	Yes	No
Will you have animals or livestock (other than dogs on leash or service animals)?	Yes	No

SIGNATURE OF UNDERSTANDING:

By signing below, Applicant indicates its understanding and agreement that:

1. Approval or disapproval of this Application is within the sole discretion of the City of Benton, and is dependent upon the availability of the requested facilities.
2. The City of Benton is not responsible or liable for any expense incurred by or damage suffered by, Applicant in the event this Application is approved.
3. Applicant waives, releases, discharges and agrees to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims, demands, causes of action or judgements by any person, organization or entity for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of, resulting from, or in any way related to this Application, or from the use of the facilities by Applicant or any other person.
4. Application agrees to pay, in the event this Application is approved by the City, the applicable deposit (s), fees and other costs in the amount (s) set forth therein. No refunds will be issued for any special event unless the event is canceled due to weather-related conditions. Refund decisions are made by the Benton Parks and Recreation Dept. and are final.

Agreed:

Applicant or Applicant's Authorized Representative

Date