

Office Use Only

Approved ___ Denied ___

Reason for Denial _____

**RECREATION & PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**

Special Event Application

APPLICATIONS MUST BE SUBMITTED 30 DAYS OR MORE IN ADVANCE OF THE EVENT

An application must be completed in its entirety to be considered. A non-refundable \$10 application fee is required at the time of submitting the application to BREC. Once completed, the application must be hand delivered or mailed to the BREC Recreation Department located at 6201 Florida Blvd, Baton Rouge, LA, 70806 for consideration. Please allow 15 days for the application to be processed.

Park/Facility Requested _____ Date/Time of Event _____

BREC reserves the right to designate which park an event is held based on contents of event, number of attendees and integrity of park property.

Name of organization/company or individual requesting use of park facility (*individual must be 21 years of age or older*)

Is your organization a nonprofit organization? ___ Yes ___ No (*If yes, a copy of your 501.c.3 must be provided with application*)

Person Submitting Application _____ Phone (h) _____ (c) _____

Address _____ City _____ State/Zip _____

Brief Description of Event, Activities Planned and any Special Requirements:

Please answer the following questions pertaining to your event:

Is the event open to the public or private? ___ Public ___ Private

Anticipated number of attendance? _____

Will there be a fee charged for the event? ___ Yes ___ No

Will there be vendor booths on site? ___ Yes ___ No

Will you be setting up canopies/tents? ___ Yes ___ No

If yes, how many and what size? _____

Will there be entertainment? ___ Yes ___ No

If yes, will the entertainment be live or recorded? ___ Live ___ Recorded

Will there be inflatable's on site? ___ Yes ___ No

Will food and refreshments be sold or provided free? ___ Sold ___ Free

Will food be cooked on site? ___ Yes ___ No

If yes, by what means? (Example – individual barbecuing, caterer) _____

If available, will you be renting the park pavilion also? ___ Yes ___ No

BREC has pavilions available for rent at the Anna T Jordan Park, Howell Park, Independence Park, Jefferson Terrace Park, Perkins Rd. Park, Forest Park, and N. Sherwood Park. All other pavilions located within a BREC park are on a first-come, first-serve basis.

Please specify any other equipment you will be bringing onto park property not included above.

Additional fees may apply depending upon content and needs of event. For Fees and Special Event Guidelines go to www.brec.org. An event that includes use of property beyond park boundaries will require additional permits from city-parish. It is the applicant's responsibility to acquire any additional permits. Once the application is approved, any additional fees, insurance certificates and other required documents must be submitted to BREC at least 2 weeks prior to date of the event.

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF

Applicant's Signature _____ **Date** _____

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Application Fee: Paid _____ Date _____

Fees Assessed: Park Use _____ Inflatables _____ Grills _____ Tents _____ Pavilion (if applicable) _____

Other _____