

**Sample  
Use of Open Space Event Application**

**Open Space** \_\_\_\_\_ Today's date: \_\_\_\_\_

Applicant/Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone no \_\_\_\_\_ Email \_\_\_\_\_

On-site event coordinator \_\_\_\_\_

Address \_\_\_\_\_

Phone no \_\_\_\_\_ Email \_\_\_\_\_

**Description of Event:**

Event Date: \_\_\_\_\_ Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Description of Group mission/purpose \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Publicity for event: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Group experience with events: \_\_\_\_\_

Estimated parking needed: \_\_\_\_\_

**On-site set-up (indicate on attached map):**

Location of Event set-up: \_\_\_\_\_

Parking location: \_\_\_\_\_

Sanitary Waste Disposal: \_\_\_\_\_

Power Supply: \_\_\_\_\_

Amplified sound: yes \_\_\_\_\_ no \_\_\_\_\_

If yes, describe: \_\_\_\_\_

Trash removal: \_\_\_\_\_

Insurance/liability arrangements: \_\_\_\_\_

**Signature of Applicant/representative:** \_\_\_\_\_  
Event donation (optional): \$ \_\_\_\_\_