



PARKS & RECREATION
CITY OF EL PASO

Request for Temporary Use of Park and Conditions of Use for Event

(Please type or print)

Please provide complete information and submit request at least 30 days before the date of the event to provide ample time for staff review.

Applicant: _____
Organization/ Name of Event Telephone

Contact Person: _____
Name Email Address

Address: _____
City, State & Zip Code

Location: _____ Other Impacted Area(s): _____
Name of Park

Date of Event: _____ Time: include setup and take down time _____
From To

Type of event, purpose and description of event (Please provide as much detail as possible about the event):

Approximate number of participants/spectators: _____ Does the event have a site plan? Yes No

Will event have vendors selling on park grounds? Yes No Number of General Vendors _____ Number of food vendors _____

(Food vendors must have a food handler's license and applicant must make arrangements with Health Department for inspection.)

If this is a fundraiser, do you estimate proceeds over \$500.00? Yes / No

Charitable Solicitation Permit No. (El Paso Municipal Code Chapter 5.24.140): _____

"Non-Profit" includes any registered person, group or organization recognized as a non-profit organization recognized under the laws of the State of Texas, or who has been given tax exempt status under section 501(c) (3) of the United States Internal Revenue Service, or both.

Pet Event? Yes or No _____ Explain: _____ Training Equipment? Yes / No _____

Must comply with El Paso Municipal Code Title 7

Electricity will not be provided for the exception of San Jacinto Plaza stage and Memorial Reserve _____
Initials

Is amplification being used for the purpose of advertising, music, announcements, services, or entertainment?

Yes No Please Explain: _____

List type, number, capacity (voltage) of items listed:

	Microphones	Speakers	Amplifiers	Other
Number:				
Voltage or Amps				

(Prohibited amplification areas include San Jacinto Plaza other than the stage).

NOTICE: The permittee shall comply with all permit requirements and conditions and with all applicable law and ordinances, including but not limited to the City's noise Ordinance, Chapter 9.40 of this code. No amplification permits will be granted between the hours of 10:00 p.m. - 7:00 a.m. that are within residential real property or at an institution, business or facility with sleeping facilities. Prohibited areas include San Jacinto Plaza (other than on stage).

DAMAGE. Renter agrees that any damage to, or loss of City property, or breach of the rental agreement is the sole responsibility of the Renter. The renter shall promptly pay any invoice rendered by the City for such damage, loss or breach, including but not limited to expenses incurred by the City due to Renter's failure to vacate the property by the end of the designated rental period. Personal property or personal equipment must be removed at the end of the rental period. The Parks and Recreation Department will not be responsible for any personal property or personal equipment left in or near the facility after the reservation hours.

Release: In consideration of the permit for use of park and other conditions of use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event. I understand Parks and Recreation will not be responsible for any lost, damaged or missing equipment.

Signature of Applicant

Date

Please Note: If the event is designed to be held by or for any person other than the Applicant, the Applicant shall attach a written communication from the person authorizing the Applicant to request use of the park.

*Vendors that have met Liability Insurance Requirements:

Las Vegas Party Rental	915-667-0648
Sun City Party Rental	915-252-2998
InterXtreme	915-433-0098

Portable Bathroom Vendor:

Sarabia's	915- 544-9022
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Please complete the below checklist in its entirety.

(Specify quantity. If an item does not apply to your event, check the box labeled N/A)

	YES	NO	N/A	DETAILS
Tents				Qty:_____ Size: _____ Tent Vendor
Grills				Qty:_____ Propane <input type="checkbox"/> Charcoal <input type="checkbox"/>
Chairs				Qty:_____ Vendor if applicable
Tables				Qty:_____ Vendor if applicable
Open to the Public				Entrance Fee \$
Food to the Public				Explain:_____
Portable Restrooms				Qty:_____ Vendor:
Asking permission to stake into the ground				Explain:_____
Jumping Balloons*				Qty:_____ Vendor:
Other: Obstacle course bungee, rock climb, mechanical rides, etc.				Qty:_____ Vendor:
Other Entertainment: Face painting, clowns, Bands, Dance Group				Qty:_____ Vendor:
Informational Booths				Qty:_____ Type_____
				Entertainment, non-profit or for profit?
Distributed Flyers				Explain
Non-Profit/ Tax Exempt				501(c)(3) Form Required with application. X_____ Initial
Will news Media be Present				Explain:_____
Will event have signs at the Park				Explain:_____
Special Requests				Explain:
Is Electricity needed (Only San Jacinto Plaza Location)				Explain:
Alcohol				Explain:
				* Special Requirements, approvals and additional fees apply* X_____ Initial
Will event have filming to promote a business or service				Explain:
Clean up plan for setup, during and after the event:				

Park Information and Rules

- Electricity is not provided, unless event is held at Memorial Reserve or San Jacinto Plaza Stage.
- Water is not provided.
- Portable restrooms are not provided; permanent restrooms are available at Memorial Reserve.
- Placing of stakes into the ground requires written permission from Parks Administration.
- Parks close 10:00 p.m. - 6:00 a.m. October 1- April 30, Parks close 11:00 p.m. - 6:00 a.m. May 1 - September 30
- Downtown Plazas Closed from 1:00 a.m. - 6:00 a.m.
- All rentals at Memorial Reserve will require security through parks.
- No vehicles will be driven or allowed onto park grass areas.
- No restriction for the use of parking lots, streets, and abutting park is not included in reservation and must be shared.
- Littering and dumping of waste prohibited. (Ordinance 9.04.340A).
- Glass beverage containers prohibited. (Ordinance 13.24.190)
- Alcoholic beverages are prohibited; unless event is held in Memorial Reserve (One security guard is required for every 100 persons).
- Illegal to mark, damage, or destroy city property.
- Use of any projectile is prohibited.
- Cleaning is required during setup, during the event and after the event. Clean up plan is required.
- Remove pet droppings, use a leash.
- No horses permitted on park grounds.
- No amusement devices or jumping balloons without written permission on permit.
- Permit required for sale of goods or services.
- Hanging items or decorations on trees or park amenities/ structures is not allowed.
- Permit required for amplified sound.
- Any generator must be placed on a hard surface.

Signature of Applicant

Date