



GIRDWOOD PARKS & RECREATION

907-343-8373

REQUEST FOR PARK PERMIT

Complete this form and return to:

Girdwood Parks and Recreation, PO Box 390, Girdwood, AK 99587

Facility/Park Name: _____

Applicant: _____

Address: _____

Email: _____

Telephone: _____ Cell Phone: _____

Date(s) of Use: _____

Time of Use: (include set up and tear-down): _____

Purpose/Description of Event: _____

Anticipated number of attendees: _____

Will this event impact traffic flow on roads or exceed parking in nearby parking lots? Yes _____ No _____

Will any of the following be included in your event? Yes _____ No _____

Vendors? Yes _____ No _____

If yes, what type? _____

Entertainment? Yes _____ No _____

If yes, what type? _____

Tents, Tables, Chairs, Decorations, etc? Yes _____ No _____

Do you require access to electricity for this event? Yes _____ No _____

Will Audio/PA equipment be in use during this event? (Additional permits may be required) Yes _____ No _____

Is this event open to the public or private? Public _____ Private _____

Public Events require a Certificate of Insurance general liability policy showing MOA as Also Insured and Waiver of Subrogation.

Is there a fee charged for admission? Yes _____ No _____

Will alcohol be consumed or served at this event? Yes _____ No _____

If Yes, an alcohol waiver must be obtained through Girdwood Parks and Recreation. Download the alcohol waiver from:

<http://www.muni.org/Departments/parks/Documents/AlcoholWaiver.doc> Follow the directions on the form.

A fee of \$264 will apply, Certificate of Insurance showing MOA as Also Insured and Waiver of Subrogation are required.

Alcohol is not allowed at Municipal parks and facilities without this waiver.

Is security planned? Yes _____ No _____

Security is required for Special Events with alcohol.

Signature: _____ Date: _____

Form of Payment? Cash _____ Check _____ Credit Card _____

Permit only issued to paid users. Payment is required before reservation will be confirmed.

SPECIAL EVENTS: additional documentation/special permits may be required if applicable to the activity such as:

- Copies of noise and health permits.
- A copy of special event road right of way permit.
- A letter verifying the Fire Department's knowledge, involvement, and approval of event.
- A security plan.
- An event layout map.
- General liability insurance with a copy of the insurance binder with the Municipality of Anchorage identified as a co-insured.
- A concessionaire's permit for each concession or vendor.
- A copy of an alcohol waiver (including a party plan) and/or Alcohol Beverage Control (ABC) Permit. Requirements for the alcohol waiver are different, and require submittal no less than five (5) working days prior to the event.
- A copy of your State of Alaska business license.
- A letter to verify approval of use by the management group to the area/property owner.
- Approval of other governmental agencies if event overlaps into jurisdictional areas.

The time frame designated by the Girdwood Parks and Recreation Rules and Regulations, Section 25.10.009 of the Municipal Code requires submittal, "No less than 14 days prior to the activity." Many large events are complex, and therefore we request submittal of your letter of intent and additional documents, if needed, at least 30 days prior to event. If the Director finds the requested use to be in compliance with Section 25.10.010, a use permit will be issued and an appropriate use fee will be levied. The Director may establish additional requirements if deemed necessary, such as local residents and the area community council involvement.

ADDITIONAL INFORMATION may be required if applicable to the activity, such as:

- 1) Permit must be on site day of event to avoid conflicts/questions.
- 2) No alcohol allowed without Municipality waiver from Girdwood Parks and Recreation.
- 3) Insurance is required. General Liability Insurance with a copy of the insurance binder naming Girdwood Parks and Recreation, PO Box 390, Girdwood, AK 99587 as co-insured.
- 4) Permit is for specified location only. Remainder of the park, park facilities, and playground will remain open to the public.
- 5) User group is responsible for clean up and removal of trash from all permitted areas.
- 6) User is responsible for spectators, players, volunteers, and other attendees.
- 7) Permitted party responsible to enforce permitted areas. Failure to do so is not grounds for refund.
- 8) User is responsible for any damages.
- 9) User is responsible for additional needs, including restroom facilities and cleaning services.
- 10) User group aware of refund or transfer policy
- 11) All changes require 72 hours notice, including those due to weather.
- 12) Cancellations and refund requests must be submitted in writing.
- 13) No glass containers.
- 14) Any violation of permit provisions could result in revocation of the permit.

PARK SERVICES: Additional charges may apply for electricity, additional tables, gate access, etc. Please communicate your needs to staff. Some needs requested by park users are limited or do not exist.

BEFORE YOU RENT FOR YOUR EVENT: To help ensure that you have the space needed, at the time needed for your event, please place your reservation early to allow you the best options. Payment is required at the time you make your reservation for one of our parks or facilities. Parks & Recreation staff will issue a permit to you that you will need to have with your or on the premises of your rental event, to show that you have reserved the space. The outdoor park rentals are subject to inclement weather. Be aware that if you determine not to have your event at the space you have already reserved, the closer to the event before you cancel, the less you will receive in refund and the less likely it will be that Parks & Recreation will be able to issue a replacement reservation. Please note the refund schedule below.

PAYMENT:

To secure park reservations, payment must be received and the permit must be signed before reservation is complete. Payment can be made by cash, check or credit card. You may pay by phone with your credit card, however the process is not complete until the permit has been signed.

REFUNDS: Refunds may be granted per the following schedule. A written request for refund must be submitted with proof of payment.

<u>Cancellation Prior to Event</u>	<u>Rental Refund Due</u>
2 weeks or more in advance of the event	100%
7-13 days	75%
3-6 days	50%
1-2 days	25%
Day of or after event	0%

Please note that cancellation of your event does not excuse the applicant from financial responsibility. Failure to pick up an unpaid permit or to cancel a reservation will result in the permittee being billed for the permit.

USE The permit holder shall indemnify, save harmless and defend the Municipality of Anchorage, Girdwood Parks and Recreation, its officers, agents and employees from liability of any nature or kind, including cost and expenses, for or on account of any and all legal actions or claims of any character whatsoever resulting from injuries or damages sustained by any person or persons or property as a result of any error, omission or negligent act of the permittee relating to the use of the facility/park.