



# ANCHORAGE PARKS & RECREATION

## LETTER OF INTENT

### PARK & PICNIC SHELTER REQUEST FORM (small gatherings/picnics) (If your event is open to the public, see [Special Event Application](#) & [Pamphlet](#))

Use tab key to advance to each field (A LETTER OF INTENT IS CONSIDERED A RESERVATION REQUEST)

- List the Park/Shelter/Facility/Field Requested for Rental: \_\_\_\_\_  
(Shelter, field, court use only: park and playgrounds remain open to the public)
- Purpose of Event: \_\_\_\_\_
- Date of Event: \_\_\_\_\_ Use Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ PM (Time to include set-up and clean-up)  
List multiple dates:  
11:00am to 3:00pm, or Electricity, Water see below second page  
(hour gap between groups)  
4:00pm to 8:00pm, or  
All Day  
Number of People (approximately): \_\_\_\_\_  
**If over 50, contact staff**  
**Some parks have limited space and parking**
- Is this Event Open to the public or Private: \_\_\_\_\_ **IF YOU ANSWER YES TO ANY OF THE QUESTIONS BELOW, SPECIAL EVENT APPLICATION & EXTRA FORMS APPLY**  
*\*Special events open to the public may need other permits and Fees vary\**
- Are there vendors/concessionaires at your event? \_\_\_\_\_ (fees applicable)
- Do you plan to have pony rides, bouncy house, etc? \_\_\_\_\_ Certificates of insurance applicable. This may be considered a special event.
- Is there an admission fee? \_\_\_\_\_ Sales/Donations? \_\_\_\_\_
- Will Audio/PA Equipment be Used? \_\_\_\_\_  
(Have you contacted the Health Department for [noise permit](#) if applicable?) \_\_\_\_\_
- Are any planned activities controversial, disruptive or newsworthy? \_\_\_\_\_  
If Yes, please explain: \_\_\_\_\_
- Will Alcohol be Consumed? \_\_\_\_\_ An application for an [alcohol waiver](#) must be filled out and submitted, along with the letter of intent and \$264 fee) **A waiver will not be given to events at lake parks. \*Insurance is required\*** A minimum of 7 days is required to process alcohol applications. Applications received less than 7 days may not be processed for your event. Do not wait until the last moment.  
Is Security Planned? \_\_\_\_\_  
*\*Security is required for Special Events with Alcohol\**
- Will you be closing / impacting a road for your event? \_\_\_\_\_ (Contact [MOA Traffic Department](#)/see [Special Event Pamphlet](#) for tips. 343-8406)

Name of Organization (matching your COI-certificate of insurance): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone # / Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

I will be paying by:  
(Cash, Check, Credit Card)

(application not valid without signature)

**\*Permit only issued to paid users. Payment required to confirm reservation.\***

**SPECIAL EVENTS:** See [Special Event Application](#) and [Special Event Pamphlet](#). 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 Anchorage 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.

**PARK SERVICES:** Some needs requested by park users are limited or do not exist. Portable toilet availability not guaranteed. Water is not available at any park for activity use. Electricity is available at the Delaney Park Strip, Town Square, Fairview Lions Park, Jewel Lake Park , Sisterhood Park, Abbott Loop Community Park, Chugach Foothill and Russian Jack Park. Additional charges will be assessed for electricity.

**BEFORE YOU RENT FOR YOUR EVENT:** To help ensure you have the date and space 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 that you will need to have with your or on the premises of the rental event, to show you have reserved the space. The outdoor park rentals are subject to inclement weather **Refunds will not be granted due to the 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: **Refunds can take up to 6 weeks!**

**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>	<b>USE</b> The permit holder shall indemnify, save harmless and defend the Municipality of Anchorage, 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.
Prior to two (2) weeks	100%	
7-13 days	75%	
3-6 days	50%	
1-2 days	25%	
day of or after event	0%	
<i>Failure to notify office of cancellation will not relieve applicant of financial responsibility established by the request. Failure to pick up unpaid permit or to cancel the reservation will result in the permittee being billed for the price of the permit. Refunds can take up to 6 weeks!</i>		

**ANCHORAGE PARKS & RECREATION**

Kincaid Outdoor Center 343-6397 / Fax 248-3780 / kincaid@muni.org

**FAX YOUR PARK/SHELTER REQUEST TO THE ABOVE OR BELOW NUMBERS.**

**Ice Reservations**

343-4040, on line at [www.muni.org/active](http://www.muni.org/active)

**Special Events / Sport Fields/Shelters-Pavilions**

C.B. Stewart 343-4040 / Fax 249-7570

[stewartcb@muni.org](mailto:stewartcb@muni.org)

**GIRDWOOD PARKS & RECREATION**

Administrative Office 783-8146 / Fax 783-8147

(Please contact [Girdwood Parks & Recreation](#) directly for all park/shelter/special events requests in the Girdwood area)

**EAGLE RIVER PARKS & RECREATION**

Administrative Office 343-1500 / Fax 694-5010

Chugiak Pool 343-4507 / Fax 694-5010

(Please contact [Eagle River Parks & Recreation](#) directly for all shelter, park, or beach rentals in the Eagle River area)

