

FIELD USE or PARK PERMIT REQUEST FORM - SPECIAL EVENTS

Application Date:	APPLICANT (Print name of contact person)
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Business or Organization Name

Mailing Address (street, city, state, zip):

Phone 1:	Phone 2:
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Email:	Website:
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REQUEST 1: LIST THE PARK OR FIELD BEING REQUESTED AND CHECK THE APPROPRIATE TIER & ACTIVITY

PARK OR FIELD REQUESTING:	<input type="checkbox"/> ADULTS	<input type="checkbox"/> YOUTH
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TYPE OF EVENT:	Sporting	Festival	Concert	Other (please describe):
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TIER:	1	2	3	4	See Tier Descriptions & Requirements below
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EVENT DATE(S)

CHECK THE DAYS OF THE WEEK AND INSERT THE START AND END TIME

<input type="checkbox"/> Monday/Time : ___ to ___	<input type="checkbox"/> Friday/Time : ___ to ___	Include set up and clean up time
<input type="checkbox"/> Tuesday/Time : ___ to ___	<input type="checkbox"/> Saturday/Time : ___ to ___	
<input type="checkbox"/> Wednesday/Time : ___ to ___	<input type="checkbox"/> Sunday/Time : ___ to ___	
<input type="checkbox"/> Thursday/Time : ___ to ___		

FEES & REQUIREMENTS

FEES 1. Application Fee \$25.00 2. Field Use Fee: \$35.00/hour	LIGHT USE FEE A. \$10/field/Night B. \$25/night/field	REQUIRED DOCUMENTS A. FORM PC B. CORI C. INSURANCE
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TIER 1 Peabody Recreation Department and Peabody Public Schools Fees: N/A Lights: N/A Forms: N/A	TIER 2 Non-profit Organization based within the City of Peabody Fees: 1 Lights: A Forms: A, B, & C	TIER 3 A non-profit organization based outside of Peabody Fees: 1 & 2 Lights: A Forms: A, B, & C	TIER 4 Private Business or Organization Fees: 1 & 2 Lights: B Forms: B & C
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DISCLAIMER

I agree to remove any litter generated during the time permitted. I further agree that I will be held responsible for the repair, in a manner approved by the Director of Recreation, Parks & Forestry, or of any damage to City property, which may occur during the utilization of this permit. Violation of this agreement will result in revocation of this permit. Intentionally providing false information on this permit application will result in cancellation of application and may hinder future consideration for applications.

I have read, fully understand and agree to abide by all rules and regulation governing the Peabody Recreation, Parks, & Forestry Department as well as any provisions set forth on this agreement or attachment.

***My signature below indicates that I have read and agree to the above disclaimer and rules and regulations, and the information listed on the application and understand and willfully abide by the terms, conditions, and provisions contained or referred to therein.**

X _____
 Applicant Signature

 Date