

**City of Seymour
Request To Reserve Crossroads Park**

1. Initial request for Approval

Name of Person/Agency making request: _____

Contact information _____

Date request made: _____ Date reservation requested: _____

Event Start Time: _____ Event End Time: _____

Description of Event: _____

Will alcohol permit be requested: _____ Yes _____ No
(Copy of alcohol permit will be required before the signing of the rental agreement)

Will a tent(s) be utilized at this event? _____ Yes _____ No
(No stakes in the ground will be allowed to secure any or all tents)

Will admission be charged at this event: _____ Yes _____ No

Request submitted to P&R Board for approval: _____ Approved _____ Rejected _____ Date

2. Reservation of Facility

Request to be submitted to Board of Public Works and Safety for Approval.
Agreement must be signed below by person making request.

The request itemized above is: _____ Approved under the following conditions _____ Not Approved

1. Certificate of Insurance naming the City of Seymour as an additional insured must be attached.
2. Rental / Reimbursement to be charged: _____ Yes _____ No
3. Amount of rental: \$100 per event per day Rental Fee Amount Collected: _____

P&R Employee

Date

4. Approval by Department Head:

Name: _____

Date: _____

5. Approval by Board of Work Members:

Date Signed: _____

Member: _____

Member: _____

Member: _____

I agree to the terms of this document and the rental agreement, including the costs of rental and reimbursement for any damage:

Signature of individual / representative agency: _____

Approved copy to: Clerk Treasurer

Copy to: Department Head