

**Leon County Parks & Recreation
Special Event Reservation Request**

All requests have to be submitted 30 days (50-100 people) or 60 days (100+ people)
in advance of the event date.

Name _____

Address _____

Phone (_____) _____ Cell phone (_____) _____

Organization _____

(Non-profit please attach a copy of certification)

Facility requested: _____

Dates Requested: _____ Time: _____

Type of Activity: _____

Number of people at event: _____

Number of parking spaces required: _____

Special needs or requirements: _____

County employee involvement: _____

For this particular event, the items checked below must be provided by the Event Organization for use of
the facility.

Required

- Site Map
- Sheriff Deputy (ies) needed for event _____
- Additional restroom facilities needed _____
- Off site parking
- Insurance for event naming County as co-insurer
- Additional trash cans _____

Agree to Provide

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As the reservation holder, I understand I am responsible for the conduct of all persons involved in my activity associated with this facility. I agree to remove any litter generated through my group's use of this facility, and will not allow the consumption of alcoholic beverages on Leon County property. I further understand that it is my responsibility to inspect the facility prior to use to confirm that conditions are not hazardous to park users. I will report any safety problems to Leon County Parks and Recreation, at (850) 606-1470.

Applicant Signature _____ Date _____

Approval _____ Date _____

Leon County Parks & Recreation Director

Mail forms to: Leon County Parks & Recreation, 2280 Miccosukee Rd., Tallahassee, FL 32308 or Fax to (850) 606-1471.