

SPECIAL USE APPLICATION

E: TENT FOR PRIVATE EVENTS



This Special Use Tent Application should be completed for Special private Rentals (D), or any other Shelter/Lodge/Facility rentals that are putting up ANY tents that are over 15x15 feet.

In most cases, there is room and solid ground available for tents. However, tents may not be feasible in certain locations. There is an impact fee if you set up tents larger than ~15x15 feet. The provider of the tent(s) must have the proper insurance documents on file with the Monroe County Parks Department (or submit it before your event for approval). Once you, or the provider, obtain these documents please submit them to the Monroe County Parks Department. **For Insurance Requirements see:** (www.monroecounty.gov/parks-forms)

Name: _____

Mailing Address: _____
Street City State Zip code

E-mail Address: _____ Fax #: _____

Office/Home Phone #: _____ Day-of-Event Cell Phone #: _____

Date of Event: _____ Facility Reservation #: _____

Purpose for tent:

Going over capacity at facility. How many people will be in attendance? _____

Providing outdoor shelter (not going over capacity)

Other : _____

Tent Provider: _____

ALL TENTS MUST BE SET UP AND TAKEN DOWN ON THE DAY/S OF YOUR RENTAL, SO AS NOT TO IMPACT OTHER RENTERS BEFORE AND AFTER YOUR RESERVATION. YOU MAY ONLY FILL IN DATES YOU HAVE RESERVED.**

Set Up Date**: _____ Set up Time: _____ Take Down Date**: _____ Take Down Time: _____

Tent Location: *Depending on ground conditions, the Park Staff may require alternate tent placement.* Attach map if needed.

IF TENT FEE HAS NOT BEEN PAID YET, YOU CAN CALL OUR OFFICE OR SEND A CHECK (INCLUDE RESERVATION #) TO HAVE IT ADDED TO YOUR FACILITY RESERVATION.

Number of Small Tent s(~16x16 ft. up to ~20x20 ft.) _____ (\$40 impact fee each)

Number of Large Tent s(over 20x20 ft.) _____ (\$100 impact fee each)

I have read and understand all the park rules and regulations and if my group damages the park or facilities in any way, I will be financially responsible for all the fees to repair the damage.

Date: _____

Signature: _____