



TOWN OF WINDSOR
Parks and Recreation Department
9291 Old Redwood Highway, 300D
P.O. Box 100
Windsor, CA 95492
P: (707) 838-1260 F: (707) 838-1264

Town of Windsor Park and Field Use Application

Town of Windsor Parks are open to the public from sunrise to sunset daily. For the convenience of the public, the Town of Windsor offers park and field use reservations according to the Park Use and Reservation Policy. Applications may be found on the Town of Windsor's website www.townofwindsor.com. Please submit applications to: Parks and Recreation Office, 9291 Old Redwood Highway, 300D, mail to Town of Windsor P. O. Box 100, Windsor, CA 95492, or fax to (707) 838-1264.

Upon application approval, a Park Use Permit will be issued.

Please print:

Name of Person/Organization: _____

Person in charge of event: _____

Address: _____

Day Phone: _____ Evening: _____ E-mail: _____

RESERVATION DETAILS

A. Name of park: _____

B. Date(s): From _____ to _____

C. Specific areas of the park you wish to reserve (include time for setup and cleanup):

AREA:

TIME(S):

- | | |
|----------|---------------------------------|
| 1. _____ | from _____ am/pm to _____ am/pm |
| 2. _____ | from _____ am/pm to _____ am/pm |
| 3. _____ | from _____ am/pm to _____ am/pm |

EVENT DETAILS

A. Describe your event: _____
For large events, please submit a detailed drawing of event layout. Please use additional sheets as needed.

B. Number of Participants you expect: _____ Number of spectators you expect: _____

C. Special equipment needed: _____

Special equipment/amenities to be brought to park: _____

Electrical Needed? ☐ No ☐ Yes Hose Bib Access? ☐ No ☐ Yes

D. Will amplified music/voice be part of your program? ☐ No ☐ Yes: Explain: _____
Time(s) of amplification: _____

E. Are you a non-profit organization? ☐ No ☐ Yes: Attach copy of non-profit certificate.

F. Event open to general public? ☐ No ☐ Yes Event by invitation only? ☐ No ☐ Yes

G. How will admission access be controlled? _____

H. Will admission be charged? ☐ No ☐ Yes: What amount? _____

I. Fund raiser? ☐ No ☐ Yes: Who will benefit? _____ Percent to be donated? _____

J. Will any items be sold? ☐ No ☐ Yes Please attach vendor list and identify booth size and location.
Explain _____

1. Beverages sold? ☐ No ☐ Yes: Type: _____

No glass containers allowed in TOWN OF WINDSOR PARKS.

2. Food to be sold? ☐ No ☐ Yes: Type: _____

3. Who will prepare? _____

4. Where will food be prepared? _____

Please submit a copy of the Health Department permit and Insurance requirements.

K. Request Special Use Permit for alcoholic beverages? ☐ No ☐ Yes

Use of Alcoholic Beverages is generally not permitted in Town Parks.

A Special Use Permit allowing alcoholic beverages at organized group events may be issued on a case-by-case basis.

Please provide copy of required ABC Sales License and Liquor Liability. Security guards may also be required.

1. Will alcoholic beverages be served? ☐ No ☐ Yes sold? ☐ No ☐ Yes

Describe including type and quantities: _____

2. In the case that alcohol is being sold, who will benefit? _____

3. Percent to be donated? _____

L. For Running/Walking, Bicycling Events: How will roads/trails be secured for runners?

Please submit a detailed map of the course to be used.

Note: The course is subject to change by Town upon review by the various Town Departments. Such changes will be based on protecting the health and safety of the public and event participants, or due to other activities occurring at the park.

M. How will cleanup of park be handled? _____

I certify that the information contained herein is true and correct. I agree to abide by the Park Use and Reservation Policy, the conditions of this application, and any stipulations of the permit issued for this application.

☐ I understand it is the renter's responsibility to provide liability insurance that meets the Town's requirements or will purchase liability insurance

Signature of Person in Charge of Event

Date

OFFICE USE ONLY

Fees: _____ Deposit _____ Application Fee _____ Permit Fee _____ Facility Attendant
_____ Field Use Fee _____ Alcohol Permit _____ Sound Permit _____ Temporary Amenity
_____ Concession/Vendor _____ Other

Total Amount Due: _____

Payments: Amount: \$ _____ Cash _____ Check _____ (Check # _____)

American Express _____ Discover Card _____ Master Card _____ Visa _____

Card No. _____ We will contact you for your credit card information _____.

Card Holders Name: _____ Phone Number: _____