



**CITY OF WILLOWS
PARK USE APPLICATION AND PERMIT
201 North Lassen St.
Willows CA. 95988
(530) 934-7041**

1. Name of Organization: _____

(Birthday party, Baptism, Reunion, Graduation, etc.)

2. Contact Person: _____ Contact Phone #: _____

3. Address: _____

4. Date of Event: _____ Time of Event: _____
(Day of Week, MM/DD/YY) (Starting Time & Ending Time)

5. Requested Park:

Requested Equipment:

Jensen Park (Large Gazebo)
Jensen Park (Small Gazebo)
Sycamore Park
Central Park

Portable Barbecue
— Picnic Tables
Softball Bases
Electricity

Other Equipment Required: _____

Area Requested: _____

Describe briefly the intended use: _____

6. Will a Public Announcement / Speaker System be used? ☐ Yes ☐ No

7. Will items be sold? ☐ Yes ☐ No

8. Will alcoholic beverages be sold? ☐ Yes ☐ No

Type: _____ Vendor: _____ ABC Permit #: _____

9. Attendance: ☐ 1 – 50 ☐ 51 – 100 ☐ 101-150 ☐ Over 150 *

10. Open to public? ☐ Yes ☐ No Membership Only? ☐ Yes ☐ No

11. *Do you plan to bring Private/Public equipment for use at the park? (Jump House, Climbing wall, etc.) ☐ Yes ☐ No

***PLEASE NOTE: A Certificate of General Liability Insurance in the amount of \$1MM is required listing "The City of Willows" as "Additionally Insured" for any events with over 150 attendees or if Jump Houses, Climbing Walls or other private and potentially dangerous equipment is used:**

In making this application for use of City property, I acknowledge that I have read and understand the rules

governing the use of City property and agree to abide by these rules and any special conditions of the permit. I will be present or the individual(s) named below at the facility during the use of the property.

Signature

Date

Name

Address

Phone

*****FOR OFFICIAL USE ONLY*****

Refer to following:

Additional Requirements:

___ City Manager

No. of additional security required: _____

___ Police Chief

No. of additional dumpsters required: _____

___ Fire Chief

Hire individual for trash pickup: _____

___ Public Works

Hire Individual to clean rest rooms: _____

___ Recreation Director

___ Parks Director

___ Certificate of General Liability Insurance (if required) naming "The City of Willows" as "Additionally Insured" for any events with over 150 attendees or if Jump Houses, Climbing Walls or other private and potentially dangerous equipment is used:

RECOMMENDATIONS/CONDITIONS

- Parties, Events & Activities must be concluded by dusk, unless otherwise expressed in writing on the permit application.
- Please assist in maintaining the cleanliness of our city parks by disposing of any refuse that was created as a result of your event in the trash receptacles that are located throughout the park.
- NO GLASS CONTAINERS, PRIVATE VEHICLES OR HORSES ARE ALLOWED IN THE PARK.

Additional Recommendations/Conditions:

___ Approved

Fee \$ _____

___ Denied

Authorized Signature

Date