



CITY OF BRYANT
Parks & Recreation Department
 102 N.E. 2nd Street
 Bryant, Arkansas 72022
 (501) 847-7275 Fax (501) 653-0823

APPLICATION FOR LARGE GATHERING AT MILLS PARK

A large gathering application must be submitted for any planned park gatherings lasting one hour or more with an anticipated attendance of 200 or more people. A large gathering application is not necessary if you are reserving only one pavilion. Please submit completed application no less than 14 days (30 days if using portable toilets or banners) prior to your event to: Bryant Parks & Recreation, 102 N.E. 2nd Street, Bryant, Arkansas 72022.

Today's date: _____ Pavilion No.: _____ Date and type of activity: _____

of people expected: _____ Starting time: _____ Ending time: _____

Name of organization or group: _____

Name of gathering or activity: _____

Contact person: _____ Telephone No.: (_____) _____

Mailing address: _____ City resident: Yes _____ No _____

The applicant must present a driver's license, voter registration card or utility bill in the applicant's name. The Reservationist shall make a photocopy and attach it to the application. The City reserves the right to verify the information presented, and if the information is incorrect, the City reserves the right to cancel the reservation.

Pavilion No.	City of Bryant Resident Cost	Non-Resident Cost
Pavilion #1 (largest pavilion, seats approx. 48)	\$10.00 per hour	\$20.00 per hour
Pavilion #2 (elevated pavilion, seats approx. 32)	\$10.00 per hour	\$20.00 per hour
Pavilion #3 (inside playground, seats approx. 24)	\$10.00 per hour	\$20.00 per hour

Is this an annual event? Yes _____ No _____ How many years have you been holding this event? _____

Describe details of the proposed activity (types of activities, equipment involved, setup configuration): _____

Will any of the following be used:

- Vendors Yes _____ No _____ If yes, how many? _____
- Tents Yes _____ No _____ If yes, how many? _____
- Portable stages Yes _____ No _____ If yes, how many? _____
- Inflatables Yes _____ No _____ If yes, how many? _____

How will you handle medical emergencies during the event? _____

How will you publicize the activity? _____

Is the required site plan attached? Yes _____ No _____

An acceptable site plan is a reasonably accurate representation of where the Large Gathering will be held in a park. Site plans need not be to scale. Please include the nearest streets, residences and businesses. **Applications without a site plan cannot be processed.**

How will you clean the area after your activity? _____

LARGE GATHERING AT MILLS PARK (PORTABLE TOILETS)

Will portable toilets be used? If yes, this application must be submitted at least 30 days prior to your proposed event.

Yes _____ No _____ If yes, how many? _____

Portable toilet company name: _____

Contact name: _____ Telephone No.: (_____) _____

When will the toilets be delivered? _____ When will they be picked up? _____

Where in the park will the toilets be placed? (Please indicate on the site plan as well.) Portable toilets must be on a **paved** level surface and never on grass. If portable toilets are left overnight we request that they be zip tied to prevent unauthorized use after the event. All portable toilets must be removed from the park within 24 hours of the conclusion of the Large Gathering.

The applicant must obtain approval from the Parks Director to have portable toilets in the park. The Director will approve by signing this application in the presence of the applicant.

Bryant Parks & Recreation Director: _____

LARGE GATHERING AT MILLS PARK (BANNERS)

Do you plan to have any banners or signs as part of your event? If yes, this application must be submitted at least 30 days prior to your proposed event. If yes, please indicate the location of all signs and banners on your site plan. Bryant Parks & Recreation prohibits signs being attached to any trees, benches, light poles, or any other park amenities.

Yes _____ No _____

Size of banner(s): _____ No. of banner(s): _____ How will banner(s) be secured? _____

Is banner attached to a structure or is it freestanding? _____

How long will banner be installed? _____

Note: All banners must be removed by the end of the event. Violators may be subject to fines.

LARGE GATHERING AT MILLS PARK (AMPLIFICATION)

Do you plan to have amplified sound at your event? If yes, this application must be submitted at least 30 days prior to your proposed event. Yes _____ No _____

What type of sound equipment will you use? _____

What type of sounds will be amplified? _____

Start time of amplified sound: _____ End time: _____

Please include sound checks if applicable

LARGE GATHERING AT MILLS PARK (COOKING)

Will there be any cooking at the event? Yes _____ No _____ If yes, what is the proposed fuel source? _____

Will there be any LP gas, flammable or combustible liquids used at this event? Yes _____ No _____

If yes, give the name, intended use and how much will be stored on the site: _____

OTHER

Additional applicant comments (if any): _____

(OFFICIAL USE ONLY)

User Fee: \$ _____ Date: _____

Date Cancelled: _____ Amount Refunded: _____

Approved by Director: Yes _____ No _____

RULES AND REGULATIONS
LARGE GATHERING AT MILLS PARK PERMIT

Your signature below verifies that the information provided in this application is accurate and complete and that you understand and agree to comply with the rules, conditions and limitations contained in this permit application.

1. Anyone planning a "Large Gathering" in a park, where the gathering is reasonably expected to have more than 200 people, and is reasonably expected to last for one hour or longer, must have a Large Gathering permit.
2. Large gatherings are granted based upon availability and are on a first come, first served basis. Priority for competing applications for substantially the same time and place shall be given to the first complete application package received, including requisite fees, site plans and deposits, if required. Applications from City residents, or on behalf of groups whose primary location is inside the City of Bryant, shall be given priority over applications from non-City residents or on behalf of groups whose primary location is outside the City of Bryant. A previously booked festival, assembly, or special event will take precedence over a large gathering.
3. In order for Bryant Parks & Recreation to hold your reservation, payment and this form must be received in our office within 14 working days of the scheduled date. Failure to do so could result in the loss of reservation. Payment can be made by check or cash.
4. No permit will be issued until a complete application, including site plan and fee is received.
5. The permit entitles the holder to the exclusive use of the assigned area only. Parks are reserved as is. No refunds will be issued due to shelter cleanliness or failure on the part of the permit holder to use the park on the date reserved.
6. The permit holder is responsible for all clean up, including removal of all trash, decorations, and other items brought into the park. Bryant Parks & Recreation is not responsible for setting up or taking down rental equipment, nor is Bryant Parks & Recreation responsible for any rental equipment delivered to the site.
7. In the event that the lawn, plants, walls, pavement or other infrastructure of a park is damaged during and as a result of a Large Gathering, the person or group making the reservation is responsible for reimbursing the City for the cost of repairing the damage, or replacing the damaged item(s) if the City finds that replacement is necessary.
8. For events lasting more than 3 hours in the park, the permit holder shall provide one portable toilet per 200 people expected. You may have up to eight portable toilet units at the large gathering. The permit holder is responsible for arranging delivery and pick up of the toilets. The permit holder shall contact the supervisor of the park to inform him/her of the date and time portable toilets will be delivered and to obtain approval of their proposed location. The permit holder is responsible for removal of all portable toilets within 24 hours of the conclusion of the event.
9. The permit holder is responsible for notifying Bryant Parks & Recreation (501-847-7275) immediately of any changes to the information provided or requests made in the application. Parks staff may not be able to honor last minute changes or requests.
10. No glass containers are allowed in the park.
11. No selling of food or other items is allowed.
12. Absolutely no alcoholic beverages or illegal substances are allowed on City property.
13. The permit holder hereby agrees to hold the City of Bryant and the Department of Parks & Recreation harmless for any and all liability and loss, which the permit holder and the other Large Gathering attendees may suffer or incur, through the use of the park during, immediately before, or immediately after the Large Gathering.
14. A Large Gathering permit may be revoked or terminated if:
 - a. The applicant provides false information to the City.
 - b. By reason of disaster, public calamity, riot or other emergency, the City determines that the safety of the public or property requires revocation.
 - c. The permit holder transfers or attempts to transfer the privileges contained in the permit to another property.
15. All reservation applicants must present proof of residence at the time reservations are made in the form of a driver's license, voter registration card, or utility bill in the applicant's name.
16. The Large Gathering permit holder or his/her designee must be present on site with the permit in his/her possession during the entire outdoor event, including set-up or break-down. The permit holder or his/her designee must also provide Bryant Parks & Recreation with his/her contact number or location of the person carrying the permit so that Bryant Parks & Recreation may contact the permit holder at any time during the Large Gathering. Please give contact number: _____.

Signature of Applicant: _____

Date: _____