



Historic Fort Wayne SPECIAL EVENT REQUEST FORM

Requesting Organization Name: _____

Address: _____

Web Site: _____

Contact Name: _____

Phone #: _____

Email Address: _____

Proposed Event Name: _____

Proposed Event Date(s): _____

Event Start Time: _____

Event End Time: _____

Is additional time required to set up for the event? Yes No

If so, how much? _____

Is additional time required to clean up after the event? Yes No

If so, how much? _____

Requested Event Location:

Entire Fort _____ Riverfront Parade Grounds _____ Visitors Center _____

Barracks Building _____ Barracks Parade Grounds _____ Span-Am Guardhouse _____

Other (List): _____

Event Details:

Event Type: Public Event _____ Private Event _____

Event Category: Walk/Run/Bike/Race _____ Re-Enactment _____ Picnic _____

 Sport Competition _____ Historic Exhibit _____ Fundraiser _____

 Music / Entertainment _____ Reunion _____ Wedding _____

Other (explain): _____

Age Range of Event Participants: _____

Anticipated Attendance: _____

Historic Fort Wayne
SPECIAL EVENT REQUEST FORM

Describe your event by providing details about the theme, speakers, entertainers, etc.

Are you planning to make food/beverages available at the event? Yes No

If Yes, will the food/beverages be: Free or For Purchase*

* If your event will have food/beverages For Purchase, then a DPRD Vending Permit is required.

Please explain your food/beverage plan:

Are you planning to make alcohol available at the event? Yes No

If Yes, then the appropriate liquor license shall be presented to the Parks & Recreation Department two (2) weeks prior to the event.

Fee Structure:

Will this be a free event? Yes No

If No, will a ticket be required for entry? Yes No

Entry Ticket Price: \$

Will tickets be sold at the door or is pre-registration required? Yes No

If No, then how can someone obtain a ticket/register?

Equipment Needs:

Describe the type of equipment that will be required to stage this event. Indicate if it is presently available to your group or if it will need to be rented.

What kind of vehicle(s), if any will be used to set-up the event:

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By submitting this request I/We/Our Organization hereby agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Parks & Recreation Department. I/We also agree that all information submitted in this Special Event Request Form is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Parks & Recreation Department consider my/our event for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us by reason of or resulting from my/our use of Fort Wayne as described in herein.

Signature: _____

Print Name: _____

On behalf of Organization: _____

Date: _____

Completed forms should be submitted to:
Detroit Parks & Recreation Department, Attn: James Conway
Historic Ft. Wayne, 6325 W. Jefferson Ave., Detroit, MI 48209

Phone: 313-628-0796
Email: ConwayJ@Detroitmi.gov

The Detroit Parks & Rec. Department reserves the right to honor or deny any and all event requests as it sees fit and based on the best interests of Historic Fort Wayne and the Detroit P & R Department.

**** FOR DETROIT PARKS & RECREATION DEPARTMENT USE ONLY****

Event Approved as Submitted Event Denied _____

Event Approved w/ Changes (See Attached)

Facility Rental Agreement required Fee: _____ Approved by: _____

Fort Project Manager _____ Date: _____

P & R Dept. Manager II _____ Date: _____

P & R Dept. Director _____ Date: _____