



PARKS AND RECREATION DEPARTMENT
6000 Main Street SW
Lakewood, WA 98499

If you are planning an event in a City of Lakewood park, please complete the front and back of this form and submit the information to the Parks and Recreation Department as soon as possible so we can review your application. You may fax the form to 589-3774, attention Suzi Riley. You may e-mail the form to sriley@cityoflakewood.us. Thank you for your assistance in scheduling and helping us to manage our City parks.

Name of Facility you want to use: _____

Organization / Group Name: _____

Contact Person: _____

Address: _____ Phone: _____

City/Zip: _____

Type of Event: _____

Date of Event: _____ Time of Event incl. set up: _____

Number of people attending: _____ Participants: _____ Spectators: _____

1. Area(s) Building(s) Room(s) Equipment Requested:

2. Types of activities event will include:

3. Will sound amplification (announcements, music), etc., be used?

4. Is the sale of food, merchandise, or services planned? Are fund raising activities planned?

5. Are you providing food for event?

6. Are you publicizing your event? Will you post signs, billboards, advertising, etc., before or during your event?

7. What equipment will you bring to the site? Is digging, altering, staking, etc., of the existing facility planned? What precautions will you take to protect facility from damage?

8. Will brochures, flyers, or other promotional materials be distributed to participants?

9. Will any animals be brought on the site?

10. On the day of the event, will you need special assistance (i.e. electrical/and/or water needs beyond what exists, extra refuse pick-ups, extra cleaning of restrooms, portable toilets)?

11. Alcohol is not allowed in Lakewood parks. Is possession or consumption of alcohol being considered as part of your event?

Please complete this form and return it to the City of Lakewood. You may fax the information to 589-3774.
If you have questions, please contact the Parks and Recreation Department of the City of Lakewood at 589-2489.