

**APPLICANT DETAILS:**

Organization name: \_\_\_\_\_  
 Contact name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zipcode: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_  
 Alt phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Tax-exempt ID: \_\_\_\_\_

**Notes:**

*Please list legal entity that is applying for permit. If company, please include LLC, Inc or other suffix*

*Please include only if applicant is a registered non-profit entity, or public agency. Proof will be required to qualify for non-profit rates.*

**FESTIVAL DETAILS**

Park facilities or location: \_\_\_\_\_  
 \_\_\_\_\_

*Refer to the site map in guidelines document for facility or location names.*

**REQUESTED DATES & TIMES:**

	DATE	START TIME	END TIME
Prep:			
Event:			
Strike:			

*Include all dates requested, with start and end times*

*MRCA requires you to list all the times that you will need to be on site for your event, excluding scouts and planning meetings*

*List every single date for prep/set up/install.*

*Include any overnight prep/strike times*

*Include any prep time on the same day as the event (eg morning set up times)*

*If you cannot fit all dates in this form, please provide a separate schedule as necessary*

*Include strike time required on the same day as an event (eg clean up time)*

List all other details, tentative plans, power and water usage, planned amenities and entertainment.

Include anticipated number of guests, attendees or spectators, and approx number of staff/crew.

Indicate if you are charging for the event or if it's a fundraising/donation-based or free event.

Indicate if event is open to the general public (discoverable online for ticket sales) or invite-only.