



Special Request Form

Bellingham Parks & Recreation Department, 210 Lottie Street, Bellingham WA 98225
Office Hours: 8 am to 5 pm Monday – Friday - 360-778-7000
parks@cob.org - www.cob.org/parks

--Gray Areas Department Use Only--

Date Review Fee Paid: _____ Date Rental fee Paid: _____ Permit # _____

Organization: _____

Contact Person: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip/Postal: _____

E-mail: _____

Name of Event: _____ Est. Attendance: _____

Day of Event Contact: _____ Phone: _____

Check all that apply:

- Open to public
- Private
- Fees/donations
- Promotional
- PA system
- Amplified music
- Animals
- Food
- Canopy/tent
- Sales/vendors
- Overnight event
- Inflatable equipment

--Include time for set up & clean up--

--Gray Areas Department Use Only--

Day/Date(s)	Time(s)	Complex/Facility	Hours	Rate	Totals
<input type="checkbox"/> Commercial		<input type="checkbox"/> Non-Commercial		Total	

Event Details (e.g.: fun run, concert, fundraiser, event start/finish time, etc.)

Parking Plan (If applicable: include separate map)

Waste Management (If applicable: include map noting waste, toilet, wash basin quantities/locations)

Mission Statement: To support a healthy community by providing high quality parks and recreation services.

Electrical Request (Power not available at all locations. Describe uses.)

Potable Water Request (Indicate whether you need potable water on site - not available at all locations/seasons)

Vehicle Access Request (Vehicles must be permitted and use designated access only)

Location Details (Include map and details of event set up at facility, list any course marking materials, for overnight security include regarding personnel or company contact info., etc. Attach additional pages as needed.)

Bellingham Parks & Recreation equipment use requires separate document.

Signature

- Bellingham Parks & Recreation may not allow all activities/uses requested by the event.
- Other permits may be required to host this event.
- Alcohol is not allowed without the written permission of the Director of Parks & Recreation.

User agrees to indemnify and hold harmless the City and all of its officers, agents and employees as to any claims for losses or damages or injuries to persons, to property, or to agents of the User or as to claims for infringement or deprivation of constitutional rights that arise in connection with the activities carried on under this agreement where such liability is incurred in whole or in part as a result of the actions of User, its employees, assignee's, agents, invitees or licensees. In the event of any such claims or law suites, the User shall assume all costs of defense, including any costs and fees incurred by the City or its agents.

Signature: _____ Date: _____

PLEASE BRING A COPY OF YOUR APPROVED PERMIT TO YOUR EVENT

-Department use only-

Bellingham Parks and Recreation department responsibilities:

Director Review Required: Yes No Reason: _____

Supervisor/Manager Signature: _____ Date: _____

Director Signature: _____ Date: _____

Mission Statement: To support a healthy community by providing high quality parks and recreation services.