



2017 Date Request

Thank you for considering Cascades Park as a venue for your event! To fairly schedule events in Cascades Park, an event date request procedure has been put in place.

Events will be considered in the following order:

1. Any individual/organization that held a successful event the previous year will have first right-of-refusal to host an event the next year on the same dates/weekend, if available. If the individual/organization held multiple successful events, they may select up to three (3) event dates for the following year (same weekends/dates of previous year, if available). A Special Event Application must be completed and submitted for each event by February 15, 2017.
2. In accordance with an agreement between the City and County, the County's requested dates are held for the Capital Cascades Stage and Concert Series until they release them for use by another group. It will be up to you whether you would like to be on the list for your specified date as a second option (second option is first come, first serve in date request form) or continue planning for another date or at another venue. Submission of Reservation Request Form puts on the list as a second option.
3. Beginning January 1 (or first official work day after the holiday), any open dates can be requested by anyone, provided that all of the necessary paperwork is completed and submitted. These will be taken on a first-come, first-serve basis.

The Tallahassee Parks, Recreation and Neighborhood Affairs Department reserves the right to evaluate, accept, and/or deny any requests and will notify the individual/organization of such action.



Cascades Park Reservation Request Form

Upon receipt of this form, City Event Staff will contact you to verify receipt and then again with status of date availability. At that point you will be required to apply for a permit through the Recreation, Parks and Neighborhood Affairs Department.

A. Applicant Information

Name of Organization/Individual	
Address	
Phone Number	
Contact Name	
Contact Phone Number(s)	Email
Non-Profit Status ID#	

B. Event Information

Name of Event					
Public Event?	Yes	No	Admission Fee?	Yes	No
Requested Date <i>Choose 3 possible dates; list in order of importance</i>			1)		
			2)		
			3)		
Start Time			End Time		
<i>All events must conclude by 9pm Sunday-Thursday and 10pm on Friday and Saturday</i>					
Anticipated Park usage <i>(circle all that apply)</i>		Amphitheater		Centennial Field	
		Food Vendor Parking		Discovery Field	
		Meridian Plaza		Meridian Point Building	
		Capital Cascades Trail		Smokey Hollow	
Have you held this event before?			If so, what venue?		
Yes No					

C. Community Impact

Potential Economic Impact Factors

Submit form to:

Jessica Brown Cascades Park 912 Myers Park Drive Tallahassee, FL 32301 JessicaE.Brown@talgov.com	Phone: (850)891-3816 Fax: (850)891-3850	Office Use Only Received date & time: _____ By: _____
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