



## **2018 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, 2018.
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, 2018 (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

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

### B. Event Information

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

### C. Community Impact

<b>Potential Economic Impact Factors</b>
--

*Submit form to:*

Jessica Brown Cascades Park 912 Myers Park Drive Tallahassee, FL 32301 <a href="mailto:JessicaE.Brown@talgov.com">JessicaE.Brown@talgov.com</a>	Phone: (850)891-3816 Fax: (850)891-3850	<b>Office Use Only</b> Received date & time: _____ By: _____
---	--	--