



TOWN OF SPARTA

Special Activity Request/Permit – Crouse Park

Name of Group/Applicant: _____ Non-Profit: ☐ Yes ☐ No

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Name of event/activity: _____

Location requested: _____

Date of event/activity: _____ to: _____ Start time: _____ End time: _____

Secondary Date in the Event the First Date of Choice Not Available: _____ to: _____

Description of event and/or activities planned. Attach additional pages if necessary: _____

Event Specs:

☐ Private Party ☐ Open to the General Public ☐ Inflatables (i.e. Bounce House, etc.)

☐ Tents/Canopies ☐ Police Presence Requested Number of Participants Anticipated: _____

☐ I hereby acknowledge with my signature a full and complete understanding of the General Conditions required by the Town of Sparta, and any and all special conditions with which this activity must comply. I agree to abide by such conditions.

Signature of responsible party/official: _____

Title of responsible party/official: _____

FOR OFFICE USE ONLY

Date request approved: _____

Special provision, conditions of issuance: _____

☐ See attached sheet Fees: Total: \$ _____

Signature of approving official

GENERAL CONDITIONS

1. Pay any associated fees with the portion of the park you are requesting to use.
2. If Requesting the Entire Park Area for Your Event (Shelter, House, and Stage Area) Your Request Must Be Brought Before Council for Approval At Least 3 Months Prior To Event Date.
3. You **MUST** Leave the House Clean. To Avoid losing the \$100.00 cleaning deposit:
 - a. **Place Trash in Provided Cans.**
 - b. **Remove All Food Items.**
 - c. **Make Sure Toilets Are Flushed.**
 - d. **No Nails, Pins, Glue, or Tape on the walls or ceilings.**
4. It Shall Be the Responsibility of the Applicant to Maintain all Facilities Used in Connection with this Request in a Clean, Sanitary and Orderly Condition. Upon the Expiration or Termination of this Request, Said Premises Shall Be Delivered Up in As Good Repair and Condition as the Same Are in At Beginning of Occupancy.
5. Applicant Shall Take All Necessary and Proper Steps to Provide for The Health and Safety of Participants on Said Premises, as Applicable. Applicant Shall Indemnify the Town of Sparta Against All Lost and Torts of Any Kind.
6. All Decorations, Signs, Sidewalk Chalk, or Other Materials Whether Inside a Facility, or Otherwise, Must Be Removed Before Your Departure. Picnic Tables Must Be Property Cleaned.
7. All Activities Must Be Conducted in A Manner That Respect the Rights of Other Users and Neighbors at the Park.
8. All Pets Are to Be on A Leash at All Times. Pet Waste Is to Be Disposed of Properly. Waste Bags Are Available in The Park. A Responsible Person Must Have Physical Control of Pets at All Times.
9. Absolutely NO Alcohol or Beer on Premises. Anyone Found Consuming Alcohol Will Be Asked to Leave the Premises. Absolutely NO Use of Any Intoxicating Substance Allowed.
10. No Weapons Allowed in The Park.
11. No For-Profit Activities.
12. No Political Functions.
13. No Religious Functions.
14. No Overnight Guest.
15. No Open Fires.
16. No Grilling on the Porch of the Crouse House.
17. The Person Making the Reservations Will Be Responsible for Any Damage to Any of The Towns Assets or For Any Missing Equipment.
18. By Signing, You Also Release the Town of Any Liability.
19. The Town of Sparta Manager or Designated Representative Shall Have Authority to Revoke This Request and Require Removal of Any Equipment Upon Failure to Comply with The Terms/Conditions of This Request. In The Event the Request Is Revoked, Any Previously Paid Fees Are Non-Refundable.
20. All Reservations Must Be Confirmed At Least 72 Hours Prior To The Event. A Cancellation Fee Shall Be Assessed In the Amount of _____.

Please Return the Key to The House No Later Than the Next Business Day to the Town Hall at 304 South Main Street. You Can Also Drop It in The Night Deposit Box at The Same Address.

Email completed form to mdolinger@townofsparta.org. Once Your Event Is Approved Someone from Our Office Will Be in Contact with You.

Questions?

Contact Monica Dolinger, Administrative Assistant
Sparta Town Hall
336-372-5247, Option 1.