



Town of Rye Crawford Park Special Event Application

Name of Event:		
Date of Event:		
Start Time:	End Time:	
Describe the purpose of your event.		
Name of Organization:		
Mailing Address:		
City:	State:	Zip:
Contact Person:		
Telephone#:	Fax#:	Cell#:
Website:		
Does Your Organization have 501c3 documentation?		
Projected Attendance:		
Number of Visitors:	Number of Vendors:	
Number of Performers:	Number of Organization Staff:	
Number of Volunteers:	How many cars?:	
How many Busses?:		
Will Visitors stay the entire time or will they be coming and going throughout the day?		
Will you be charging admission?:	Cost of Admission:	
What does the Admission Fee include?		
Have you ever hosted this event previously at any other location?		

Why do you think Crawford Park is the right venue for your event?

Activities

Will you have live music?:	Will you have a Stage?
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On a scale from 1-5, what scale noise level should the neighboring homes to Crawford Park expect to be subject too during your event? (One being the lowest noise level and 5 being the highest)

Describe what activities your guests will be participating in during your event?

Will any activities cause potential damage to the grounds? (eg: Bouncy castle, sports makes some big holes!)

Will you be using Tent(s):	Size of Tents:
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Vendors

Will you have Vendors selling items?

Will food be served?	Will food be sold?
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Will alcohol be served?	Will alcohol be sold?
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General Provisions and Signature Section:
T his application must be submitted to the Rye Town Council at least 120 days prior to your desired event date. There is no guarantee that your event application will be accepted. The Town Council may ask that a representative come to their meeting to explain your event purposes and answer questions.

By signing below, you acknowledge that you understand the park rules and agree to abide by them. You also acknowledge that the information provided in the above application is complete, accurate and truthful.

Signature of Applicant: _____ Date: _____

Approval: _____ Date: _____