



**PROPERTY REQUESTED:** (Please circle one) Courthouse Square Women's Park  
Volleyball Courts General Park Other: \_\_\_\_\_

**EVENT DATE(S) & TIMES**

Start Date of Event \_\_\_\_\_ End Date of Event \_\_\_\_\_  
\*If there are any in-between dates, please mark those dates on the next page provided

Event Start Time \_\_\_\_\_ am / pm Event End Time \_\_\_\_\_ am / pm

**EVENT SETUP & TEAR DOWN**

Set up Date \_\_\_\_\_ Set up Time \_\_\_\_\_ am / pm

Tear Down Completed Date \_\_\_\_\_ Tear Down Completed Time \_\_\_\_\_ am / pm

**ABOUT THE EVENT**

Name of the Event \_\_\_\_\_

Organization/Sponsor of Event \_\_\_\_\_

Mailing Address \_\_\_\_\_ NW NE SW SE

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Other Organizations Involved \_\_\_\_\_

By signing this agreement I understand and agree to the following: I have, on behalf of the aforementioned organization, read and fully understand and will comply with all rules, regulations and specifications as defined and/or implied herein. I understand the failure to comply with any or all conditions relative to this permit can or will be grounds for the denial of future permits to this organization by the City. A permit will be issued by this office for the use of Warren City Venue (exact venue stated above) to hold said event; upon receipt of rental fee and approval of this application by the City Events Coordinator and/or Director of Service-Safety. Additional charges may apply depending upon the event. The permit fee for this venue is (see attached); without vendor fees. Failure to pay any or all fees is grounds to deny future event permits. Permits are not transferable and may be revoked for misconduct, false representation or fraud. Please make sure all checks are payable to the City of Warren.

Applicant further agrees to hold harmless the City of Warren its employees, officials, and assigns from claim for damage which arise for any reason of the issuance of this permit.

**This page must be returned to the City of Warren Events Coordinator (Kisha Jackson) to hold your event date!**

\_\_\_\_\_  
{DATE}

\_\_\_\_\_  
{SIGNATURE OF APPLICANT}

\_\_\_\_\_  
{DATE}

\_\_\_\_\_  
{SIGNATURE OF APPROVAL}