



Staff Use Only	
Damage Deposit: _____	Receipt #: _____
Rental Fee: _____	Receipt #: _____
Maintenance Hours: _____	Cost: _____
Balance: _____	



**Springfield Department of Parks, Buildings, and
Recreation Management**

Park Permit- ECOS Building in Forest Park

Personal Information

Name Of Organization		Contact Name:	
Email:		Address:	
City		State:	
Zip Code:		Phone Number:	
Additional Phone Number:			

Event Information

Date of Event:		Rain Date:	
Number of People Attending:		Set up Time AM/PM:	
Start Time AM/PM:		End Time AM/PM:	
Notes:			

All checks are payable to the City of Springfield

*All fees, including maintenance costs, must be paid a minimum of 30 days in advance in order to secure your Park Permit. *

Costs

Mandatory Damage Deposit: Please include a payment with this application, if there is no damage, a refund will be issued. Amount: \$200.00	Amount: _____
ECOS Rental Rate: Maximum of 150 people Amount: \$500.00 (chairs, tables, kitchen, etc.)	Amount: _____
Mandatory Maintenance Cost: based on the total number of hours for your event. Including set up time and end time. Park Employee: \$42.50/hr.	Amount : _____ Total Hours: _____

Cancellations MUST be made five business days prior to occasion in order to qualify for refund

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY LICENSES

All Parks Open at Dawn	All Parks Close at Dusk
No Fires Allowed	Alcoholic Beverages Prohibited
All Areas Must Be Left Clean & Orderly	Affixing of Notices is Prohibited
No Admission May Be Charged	Live Animal Rides Prohibited
No Amusement Rides / Bounce Houses / Inflatables Or Mechanical Operations	

Please complete below

I hereby attest that the preceding information is true. Further, I agree to abide by the Rules and Regulations of the Springfield Board of Park Commissioners as stated on the regulations information sheet. I agree to reimburse the **City of Springfield, Department of Parks, Buildings, and Recreation Management**, for any costs incurred in furnishing this property for our use. (Such costs include but are not limited to: trash pickup; clean up after the event; and/or repair of damages to park property.) The deposit will be refunded, provided none of the aforementioned situations occur.

As the Responsible Party/Authorized Representative of the Applicant for this Permit, I (name) _____ agree to the aforementioned and following conditions for the use of park properties. I/WE _____ hereby agree to and shall at all times, defend, indemnify, and hold the City of Springfield and its officers, agents, and employees, wholly harmless from any and all losses, costs, expenses (including court costs and attorney's fees and - interest), claims, demands, suits by any person or persons, for property damage, personal injuries, including death, and other liabilities of whatever kind of nature, caused by, resulting from incident to, connected with, or arising directly or indirectly out of acts or omission of anyone using park property pursuant to this Permit. This indemnity shall survive termination of the agreement.

_____ I have received a copy and agree to abide by the Rules and Regulations of the Board of Park Commissioners. Failure to comply with all policies and procedures may result in additional fees.

Signature of Applicant _____ Date: _____
If Damage Deposit Was Retained, Explain: _____
Park Department Authorized Signature: _____ Date: _____

******Please Note Vehicle Entry into the Park Not Included in Fee******

**Springfield Department of Parks, Buildings, and Recreation Management reserves the right to determine staffing requirements for events.
For further inquiries please call 413-787-6435**