



Greenbrier Parks and Recreation Department

Special Park Use Request Form

Application is due 60 days prior to the scheduled event. Filing this application does not guarantee that your request will be granted. After review by Greenbrier Parks and Recreation Director or designees, you will be notified of the status of your request.

Applicant Information – Section 1

Person Completing Application:	Today's Date:
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Name of Organization (if applicable):

Location Requested:

Louise Martin Park _____

Field One: _____ Field Two: _____ Field Three: _____ Do you need this field for entire day? _____

Greenbrier Lake _____ Graham Park _____ Dick Strong Memorial Field/Park _____

Shadowbrook Park _____ Other _____

Fees:

Field per day: \$100.00 Non-league practice: \$25hr (no lights) \$35hr (with lights)

Baseball pavilion: \$10hr Press Box: \$10hr Press Box with field: \$30hr (no lights) \$40hr (with lights)

Dick Strong Memorial Field/Park: \$30hr (no lights) \$40hr (with lights)

Graham Park: Lights at Tennis Courts: \$30hr

Private Event/Full Park Rental per day: \$500/per day

(Bathrooms are accessible. Concessions and Press Box will not be accessible.)

Event Information – Section 2

Requested Date(s) of Event:

Hours: Start (including set up) _____ End (Including Clean Up) _____

Actual Event Time: _____

Name of Event:

Primary Contact Name:

Street Address:

City:	State:	Zip:
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Day Phone:	Cell Phone:	
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Email Address:

Secondary Contact Name:

Day Phone:	Cell Phone:	Email:
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Event Description (attach additional pages if necessary):

Estimated Number of People Attending:	Number of Staff/Volunteers:
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Insurance Co./Contact Info:	Policy No.
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Special Park Use Request Information – Section 3

Explain the specific area within the park that you want the event to take place. A Site Plan must be attached.

Will fees, charity, gratuity, or offers be solicited or accepted? If yes, please describe:

Will any tents, structures, stages, and/or amusement attractions or rides be erected? If yes, describe and name the company from which the items are being secured. Please note that some amusement attractions require additional insurance coverage, and water inflatables are not permitted.

Will signs or banners be posted? Signage may be posted only on the day of the event. Please describe signs/banners:

Will any merchandise be sold or given away? Please note that you are responsible for all local, state, and federal guidelines. Please describe:

Will live music and/or sound amplification be used? Compliance with the City of Greenbrier’s Sound Ordinance is required. Please describe any live music or sound amplification.

Please describe any other relevant information or requests.

I have read the Guidelines for Special Use, and agree to abide by these guidelines as well as all ordinances and regulations of the City of Greenbrier and by all the conditions placed on the event by the Greenbrier Parks and Recreation Department. I do swear and affirm that all of the information given is true and complete. I understand submittal of this application does not guarantee approval.

By signing below, I understand that a Certificate of Insurance is required with the City of Greenbrier as a certificate holder for the date/time of the event. I also understand that it is my responsibility to return the park to the original condition by cleaning and removing all trash before the event is closed. (Tournament)

Signature _____ Date _____

Submit Request To:
Greenbrier Parks and Recreation
Mail: PO Box 466 or Physical: 2414 Hwy 41
Greenbrier, TN 37172
(615) 643-4531

FOR OFFICE USE ONLY

- _____ Received _____ Paid amount
- _____ Event date approved
- _____ Site map received
- _____ Site approved
- _____ Proof of insurance received
- _____ Driver’s license received

Notes: