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W·I·N·C·H·E·S·T·E·R
PARKS & RECREATION

WINCHESTER PARKS AND RECREATION DEPARTMENT
SUPPLEMENTAL EVENT APPLICATION

Application must be filled out completely including the Hold Harmless Agreement.
Application MUST be submitted at least 60 days prior to event.

Activity:		**Date of Application:**	
Requested Date(s) / Time(s):	1st Choice:	2nd Choice or Rain Date:	
Facility or Facilities Requested:			
Event Hours:	Set-up time:	Clean-up time:	
Anticipated attendance (per day):	Participants:	Spectators:	

Has your organization held this event in a Winchester Parks and Recreation Department facility before?	◯ Yes ◯ No
If yes to the above, where and when?	
If your request is for Jim Barnett Park does your event require a shut-down of any of the following?	◯ Athletic Fields ◯ War Memorial Building ◯ Shelters ◯ Any Park Road ◯ City Roads
Is this event a fundraiser for your organization?	◯ Yes ◯ No
Your organization may be charged a fee by Winchester Parks and Recreation Department for the use of the above facility or facilities. Please contact them directly for the information.	
List the name(s) of any fields or shelters you would like to use:	
Will vendors be selling other items? (T-shirts, trinkets, etc.) (**Business License required)**	◯ Yes ◯ No
Will there be any mechanical rides?	◯ Yes ◯ No
Who will get these inspected by proper authorities?	Name: / Phone Number:
Will there be balloon or helicopter rides?	◯ Yes ◯ No
Location requested:	
Will there be any large structures used in conjunction with your event? (Examples tent, bleacher, inflatables, etc.)	
If yes, describe structure along with location.	
Is your organization requesting that the Winchester Parks and Recreation Department be an official co-sponsor of your event?	◯ Yes ◯ No

If the answer above is yes, please describe the co-sponsor role that the department would undertake and the benefits the department would receive:

The following information will form the basis of a memo of understanding between the organization hosting the event and the Winchester Parks and Recreation Department:

Are you requesting any items/tasks that the Winchester Parks and Recreation Department will need to provide or perform? **(Please list all pertaining to your event.)**

What items or tasks will your organization be providing or performing for the event? **(Please list all.)**

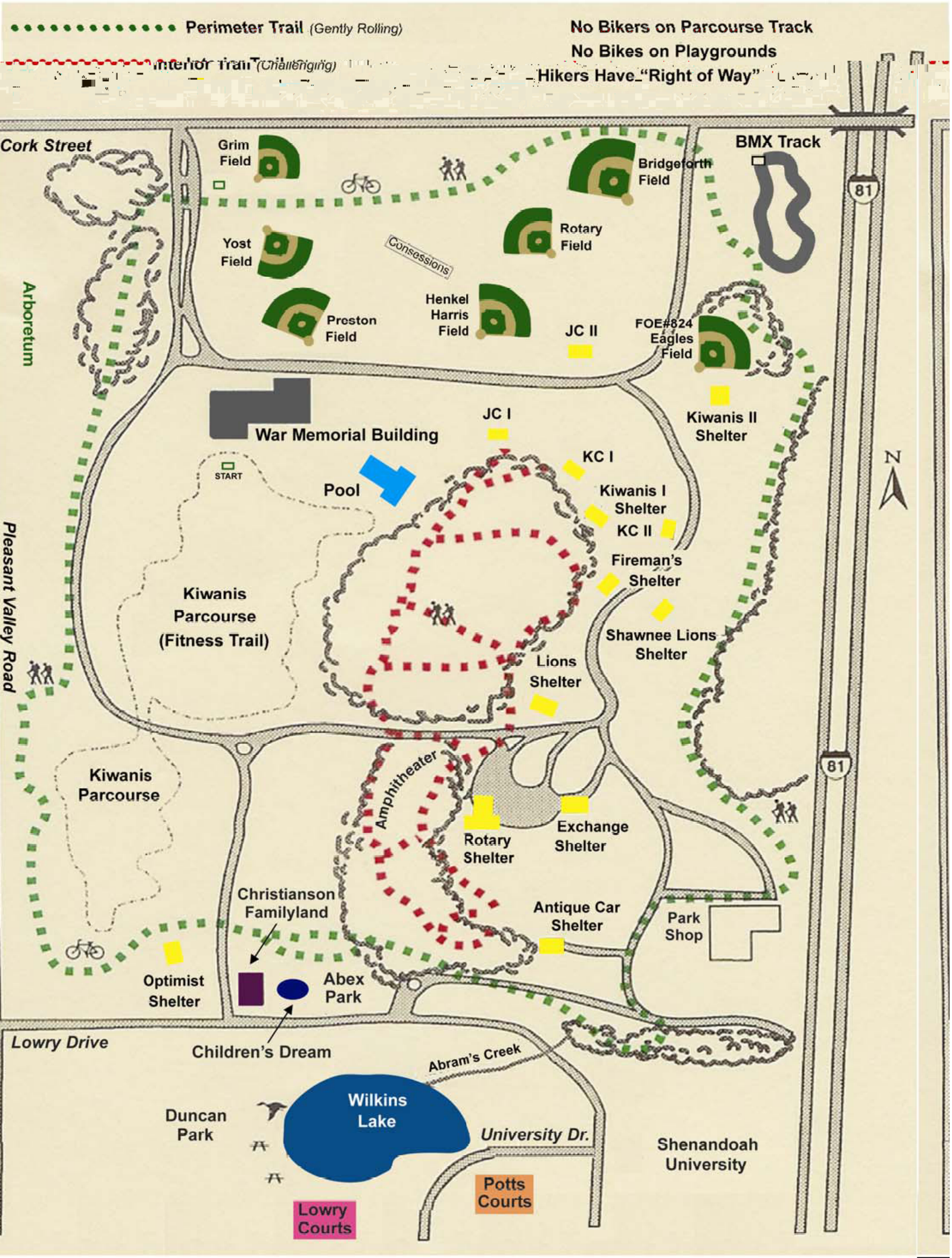
Your application will be reviewed by the Winchester Parks and Recreation Department and the Winchester Parks and Recreation Board. Additional information may be required before granting permission for the event. Event coordinator will be required to sign a memorandum of understanding with the department.

Signed: _____ Date: _____

Please **Print** Name: _____

Title: _____

Application MUST be submitted at least 60 days prior to event.


Perimeter Trail (Gently Rolling)
Interior Trail (Challenging)
No Bikers on Parcourse Track
No Bikes on Playgrounds
Hikers Have "Right of Way"
Cork Street
Grim Field
Bridgeforth Field
BMX Track
81
Rotary Field
Yost Field
Concessions
Arboretum
Henkel Harris Field
Preston Field
JC II
FOE#824 Eagles Field
Kiwanis II Shelter
War Memorial Building
JC I
KC I
START
Pool
Kiwanis I Shelter
KC II
N
Pleasant Valley Road
Fireman's Shelter
Kiwanis Parcourse (Fitness Trail)
Shawnee Lions Shelter
Lions Shelter
Kiwanis Parcourse
Amphitheater
Exchange Shelter
Rotary Shelter
Christianson Familyland
Antique Car Shelter
Park Shop
Optimist Shelter
Abex Park
Lowry Drive
Children's Dream
Abram's Creek
Wilkins Lake
Duncan Park
University Dr.
Shenandoah University
Potts Courts
Lowry Courts