

Georgetown Divide Recreation District
Community Partner Special Event Plan
Submit plan at least 6 weeks in advance of event

Community Partner/Applicant: _____

Event: _____ Expected # people: _____

Contact Person: _____

Facility Requested: _____ Date: _____ Time: _____
(Community Center, Park, Bayley Barn etc.) (Include set-up Time)

Include the following in your plan

(The event plan assists you in planning your event and helps GDRD help you make your event successful.)

• **Fundraising** (is the event a fundraiser? _____ Who or what will proceeds benefit? _____)

• **Equipment Rental** (GDRD no longer has equipment for loan)
Equipment rental company, who will be dropping off and picking up? _____
What equipment? Tables, Chairs, EZ Up, Barricades, Bounce House, Climbing Wall, Dunk Tank etc.

Company phone number _____

Day/time/location of drop off? _____ Day/time/location of pick up _____

• **Set-up and clean-up plans**

Who will set-up/clean up? _____

With events of 100 or more participants, you will need to supply extra dumpsters or porta-potties, etc.

• **Porta-potties \$95 per** **Number ordered** _____

• **Dumpsters \$225 per** **Number ordered** _____

• **Special Services needed from GDRD staff**

Yes No Power

Yes No Water shut off, Date: _____

Yes No Banners (If yes, complete a Banner Application form)

Yes No Dumpster key (for existing dumpster at facility)

• **Map of Event** — showing where things will be set up to insure emergency access and facility safety
(GDRD has maps of facilities to help you)

• **Food/Alcohol Plans**

Outside vendors (may have their own permits) or
Do-it-yourself, plans for permits or food handling requirements, etc.

• **Sound Amplification Permit**

Where will the sound system be set up?
Amperage needed? (110 volt available)

• **Security Plan** (for food, alcohol, dance, festival or admission events)
How will you keep the event safe?

• **Traffic Plan** (for Garden Valley Park, must supply (2) traffic control for Garden View Road at Park entrance and at culvert to restrict passage for area residents only)

• **Publicity Plan**

Include a sample flyer or what you will use to promote event (must include "GDRD Community Partner Event")
If you would like your event posted on the GDRD website please email a complete description of the event to: mail@gdrd.org

For Office use Only: Facility Reserved by: _____ Equipment Reserved by: _____