



2015 Date Request

Thank you for considering Cascades Park as a venue for your event! To fairly schedule events in Cascades Park, an event date request procedure has been put in place.

Events will be considered in the following order:

1. Any individual/organization that held a successful event the previous year will have first right-of-refusal to host an event the next year on the same dates, if available. If the individual/organization held multiple successful events, they may select up to three (3) event dates for the following year (same weekends/dates of previous year, if available). An Event Date Request Form must be completed and submitted for each event (up to three) by November 1st.
2. Beginning November 1 thru November 15, any individual/organization may request date(s) for event reservations. If multiple groups request the same date staff will determine which date request is accepted based on a number of factors including diversity of event, economic impact, Leon County use and suitability of Cascades Park as the venue. Upon confirmation of date requests, all paperwork, including the deposit, must be submitted by the first Friday in December.
3. Beginning January 1 (or first official work day after the holiday), any open dates can be requested by anyone, provided that all of the necessary paperwork is completed and submitted. These will be taken on a first-come, first-serve basis.

The Tallahassee Parks, Recreation and Neighborhood Affairs Department reserves the right to evaluate, accept, and/or deny any requests and will notify the individual/organization of such action.



Cascades Park Reservation Request Form

Upon receipt of this form, City Event Staff will contact you to verify receipt and then again with status of approval. At that point you will be required to apply for a permit through the Recreation, Parks and Neighborhood Affairs Department.

A. Applicant Information

Name of Organization/Individual	
Address	
Phone Number	
Contact Name	
Contact Phone Number(s)	Email
Non-Profit Status ID#	

B. Event Information

Name of Event			
Public Event?	Yes	No	Admission Fee?
			Yes No
Requested Date		1)	
<i>Choose 3 possible dates; list in order of importance</i>		2)	
		3)	
Start Time		End Time	
<i>All events must conclude by 10pm Sunday-Thursday and 11pm on Friday and Saturday</i>			
Anticipated Park usage <i>(circle all that apply)</i>	Amphitheater		Centennial Field
	Food Vendor Parking		Imagination Fountain
	Meridian Plaza		Discovery Garden
	Capital Cascades Trail		Smokey Hollow
Have you held this event before?		If so, what venue?	
Yes No			

C. Community Impact

Potential Economic Impact Factors
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Submit form to:

Charla Lucas Cascades Park 912 Myers Park Drive Tallahassee, FL 32301 charla.lucas@talgov.com	Phone: (850)891-3816 Fax: (850)891-3874	Office Use Only Received date & time: _____ By: _____
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