



11936 Ferdinand \* P.O. Box 400 \* St. Francisville, LA 70775
Phone (225) 635-3688 \* Fax (225) 635-6984 \* email: townhall@townofstf.com

APPLICATION TO RESERVE PARKER MEMORIAL PARK

APPLICANT INFORMATION

Applicant (Contact) Name:
Address:
Email Address:
Phone/Cell Phone:

EVENT INFORMATION

Date of Event: Anticipated Attendance:
Start and End Time of Event: (Four Hour Max):

Type of Event: see attached description of event Levels, please check the appropriate box.

Level A Level B Level C Level D

Brief Description of Event:

EQUIPMENT SET UP (town does not provide or rent any equipment)

Tables how many location
Chairs how many location
Tents how many location sizes
Inflatables how many location

Cooking/Caterer Name:
Cell Phone and Email Address:

Please return completed application with your \$50 key deposit (all events) and \$150.00 deposit (Level B, C & D).

ALL DEPOSITS, COI (CERTIFICATE OF INSURANCE) AND LIQUOR PERMITS & LICENSE MUST BE REMITTED AND ON FILE WITH THE TOWN OF ST. FRANCISVILLE, NO LATER THAN 45 DAYS PRIOR TO YOUR EVENT.

Initials:

Date:

FOR OFFICE USE ONLY:

Restroom Deposit Received: Cash: Check #: M. O. : Date:

Damage/Compliance Deposit Received: Cash: Check #: M.O. : Date:

Certificate of Insurance: Yes No \*For level C & D, copy of Certificate must be provided.

Once the application is processed a confirmation will be sent to your email address.

Applicants Signature: Date:

Staff Signature: Date: