

SPECIAL EVENTS APPLICATION

Please complete and return 2 copies of this application to the Resident Engineer/Manager at the project where the event will be held. This application should be submitted at least 30-days in advance of the event.

Name of Event	Name of Sponsor	
Mailing Address	Representative	
	Phone Number	
Description of Event	Date(s) of Event	Hours of Event
Project	Location	

Please indicate the number of persons that will be involved as:

Participants _____ Spectators _____ Event Officials _____

Will any spectator or participant fees be charged in connection with the event? _____ Yes _____ No

If yes, attach a list of the proposed fees and complete the following items:

Anticipated Revenues		Anticipated Expenses	
Entry Fees	\$	Prize Money	\$
Spectator Charges	\$	Merchandise to be given as prizes	\$
Parking Fees	\$	Trophies	\$
Chair/Cushion Rentals	\$	Advertising	\$
Concession Sales	\$	Insurance	\$
Other (Specify)	\$	Cleanup, traffic & crowd control	\$
	\$	Donations to a recognized charity (specify)	\$
	\$	Other expenses	\$
	\$		\$
	\$		\$
Total		Total	

I / WE UNDERSTAND THAT THIS PERMIT MAY REQUIRE PAYMENT OF A FEE. I / WE AGREE TO COMPLY WITH THE PERMIT CONDITIONS SHOWN ON THE BACK OF THIS FORM.

_____ ORGANIZATION _____ SIGNATURE OF RESPONSIBLE PERSON

	Your permit application is approved subject to the conditions shown on the reverse side of this form.		
	Your permit application is approved subject to the conditions shown on the reverse side of this form AND		
		Payment of a Special Event Permit Fee of	\$
		Payment of a Performance Bond in the amount of	\$
		Provide proof of insurance coverage in the amount of	\$
	Attachment of User Fee Permit Number is your receipt for all fees paid in connection with this permit.		

Resident Engineer/Manager Signature:

1. Admission to the area where the event will be held must not be limited to membership of the sponsoring group, nor will any discrimination be made against a person because of race, creed, sex, or national origin in conducting activities.
2. No costs will accrue to the Government.
3. Permittee will make necessary provisions that the activity will not preempt the public use to the project recreational resources.
4. The permit request must be in accordance with applicable Federal, state, and local laws.
5. The United States Government is not responsible for damage to property or injury to persons attending the event. The permittee will be responsible for health and safety requirements of participants and spectators. Proof of insurance coverage may be required as one of the conditions of this permit. When required, such proof must be furnished to the Resident Engineer/Manager at least 5 days prior to the event or the permit is null and void.
6. The permittee shall save and hold the United States harmless from any and all claims for damages to property and injuries to persons which may arise or be incident to the event.
7. The right to charge will be based on the provision of parking assistance, adequate policing for crowd supervision and control, and other services to be provided by the requesting organization. A schedule of fees, if any, to be charged the public must be furnished and approved prior to the event.
8. Collections, if any, in excess of actual total costs will be considered as lease-hold to be paid to the Corps of Engineers for legal disposal except if surplus proceeds are used for purposes which would benefit public use of the project. Donations to recognized charities and the cost of trophies and other awards may be considered costs of the event.
9. Concession permits will be granted to the permittee only in the absence of a commercial concession lease in the area or with written approval of the commercial concessionaire.
10. The permittee will establish and maintain adequate records and accounts of receipts and expenditures and shall make such records and accounts available upon request. The Government reserves the right to audit the sponsor's records.
11. The permitted site will be fully restored to pre-use conditions by the permittee within 48 hours after the event closes or as directed by the Resident Engineer/Manager at the project.
12. A Performance Bond in the form of a check or money order made payable to the "FAO Little Rock" may be required as one of the conditions of this permit to cover potential damages and maintenance costs. It is understood that the performance bond will be returned to the sponsoring organization when the area has been fully restored to its pre-use condition. The performance bond must be furnished to the Resident Engineer/Manager at least 5 days prior to the event or the permit is null and void.
13. The activity will be of limited duration, generally not more than 8-hour period at anyone time; however, the permit will be limited to 4 8-hour periods at anyone time; however, the permit will be limited to 4 days with holiday use considered on a case-by-case basis.
14. All boating events held on Corps of Engineers Lakes in the State of Missouri require concurrent approval of the Missouri Divisions of Water Safety.
15. Other conditions may be added to the permit as required.
16. All trash that does not fit in provided trash receptacles must be removed by event sponsors.
17. Fees may only be charged to event participants.
18. Access to the park may not be denied to the public not participating in the event.

Send completed forms to thomas.n.mcmillen@usace.army.mil or ceswl-op-kr@usace.army.mil