



Parks & Grounds Department – Special Events Form

All special event requests are to be submitted two weeks prior to the event with a map or diagram of the site you are requesting support. Any additional changes are to also be submitted via the Special Events Form not through separate email.

Description

Name of Event:		Date of Event:	
Venue location:			
Pre-event meeting request:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Requesting advance venue prep work:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Request Parks staff for event:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Number of staff:	Hours:		
Electrical requirements (if any):			

Requested Items

ITEM	QUANTITY
Picnic tables (must be scheduled through Rec. Dept.)	
Banquet tables <input type="checkbox"/> 6ft <input type="checkbox"/> 8ft	
Chairs (as limited)	
Barricades (must be scheduled through Rec. Dept.)	
Tents (pop-up)	
Fencing	
Generators	
Specialty signage (handicap, etc.)	
Cord covers	
Water jugs	
Painting or Scripting	
Garbage cans	
Equipment (golf carts, etc.)	
Portable Electric Panel (limited locations)	
Hand Sanitation Stations	
Super Cooker (must be scheduled through Rec. Dept.)	
Porta Potty Rental (must be scheduled through requesting dept.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Delivery date:
Other: (please specify)	

If there are any questions with regards to Special Events please contact:

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Submit Form