



**Event Request Form**

(THIS FORM IS NOT FOR SHELTERS)

Complete form and email to:  
Shannon.Dooley@kcmo.org

Nature of Event: \_\_\_\_\_

Location (Park/Boulevard) Requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Actual event time: \_\_\_\_\_

Time of event from set-up to tear down: \_\_\_\_\_

Equipment to be brought to park site:  
\_\_\_\_\_  
\_\_\_\_\_

Number of people expected: \_\_\_\_\_

Please circle or highlight the appropriate reply to the following questions:

- |   |     |    |
|---|-----|----|
| Is anything being sold on park property?    | Yes | No |
| Is this a free event?                       | Yes | No |
| Are donations or registrations required?    | Yes | No |
| Is this a private event, with ticket sales? | Yes | No |

Does this event receive Neighborhood Tourism Development Fund (NTDF) money?  
Yes No

**Contact Information:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Thank you for your request. A KCMO Parks and Recreation representative will contact you within 3 **business** days of your request. All requests are processed in the order in which they are received.