



Event Request Form

(THIS FORM IS NOT FOR SHELTERS)

Complete form and email to: Heidi.Markle@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.