

# MPRD Special Events Request Form



**Event Name:** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Address:**

**Street:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**If applicable, Organization's Website:** \_\_\_\_\_

**Does your Organization have 501©3 status?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Event Type:** (Select at least one option):

- |                                      |   |                                  |
|--------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Athletic    | <input type="checkbox"/> City of Mobile Sponsored | <input type="checkbox"/> Concert |
| <input type="checkbox"/> Church      | <input type="checkbox"/> Festival/Holiday         | <input type="checkbox"/> Holiday |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Tournament               | <input type="checkbox"/> Other   |

If Other, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**Total number of expected Attendees, Staff, and Volunteers:** \_\_\_\_\_

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**Event Description:** *(Please provide full details of your event to include all planned activities taking place in the park. Be as detailed as possible.)*

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**Event Date(s):** *Include the set-up and breakdown time for each date*

Set-up

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Event

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Breakdown

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**Indoor Facilities:** *Community Centers Multi-Purpose and Gym available for use; Indicate first, second, and third choice*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Connie Hudson Senior Center | <input type="checkbox"/> Dotch           | <input type="checkbox"/> Harmon-Thomas* |
| <input type="checkbox"/> Hillsdale                   | <input type="checkbox"/> James M. Seals* | <input type="checkbox"/> Laun Park      |
| <input type="checkbox"/> Michael A. Figures*         | <input type="checkbox"/> Mitternight     | <input type="checkbox"/> Newhouse Park  |
| <input type="checkbox"/> Rev. Robert Hope*           | <input type="checkbox"/> Rickarby Park   | <input type="checkbox"/> Spring Hill*   |
| <input type="checkbox"/> Thomas Sullivan*            | <input type="checkbox"/> Tricksey        | <input type="checkbox"/> Other _____    |

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**Outdoor Facilities:** *Indicate first, second, and third choice; \*Electricity available for an additional fee*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Arlington         | <input type="checkbox"/> Bienville Square* | <input type="checkbox"/> Cathedral Square  |
| <input type="checkbox"/> Cooper Riverside* | <input type="checkbox"/> Crawford          | <input type="checkbox"/> Denton            |
| <input type="checkbox"/> Doyle             | <input type="checkbox"/> Dog River         | <input type="checkbox"/> Harmon            |
| <input type="checkbox"/> Henry Aaron       | <input type="checkbox"/> Herndon-Sage      | <input type="checkbox"/> Hillsdale         |
| <input type="checkbox"/> Kidd              | <input type="checkbox"/> Langan*           | <input type="checkbox"/> Laun              |
| <input type="checkbox"/> Lavretta          | <input type="checkbox"/> Lyons             | <input type="checkbox"/> Mardi Gras*       |
| <input type="checkbox"/> McCants-Shavers   | <input type="checkbox"/> McNally           | <input type="checkbox"/> Medal of Honor*   |
| <input type="checkbox"/> Mitternacht       | <input type="checkbox"/> Newhouse          | <input type="checkbox"/> Rickarby          |
| <input type="checkbox"/> Seals (Texas St.) | <input type="checkbox"/> Stotts            | <input type="checkbox"/> Sullivan (Peters) |
| <input type="checkbox"/> Taylor            | <input type="checkbox"/> Theodore (Heroes) | <input type="checkbox"/> Trimmer           |
| <input type="checkbox"/> Trinity Gardens*  | <input type="checkbox"/> Other _____       |  |

**Are there any Sponsors for this event?** *If so, include their contact information*

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**Will your event require the use of a kitchen?**

Yes

No

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**Will you need access to electricity?**

Yes

No

**If not, will you have a generator?**

Yes

No

**Will your event have live music or amplified sound?**

*(If yes, you will need a noise ordinance waiver for the City Council)*

Yes

No

**Will there be an admission charge for your event?**

Yes

No

**Will your event include beer, liquor, or wine?**

Yes

No

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**Do you plan to sell beer, liquor, or wine?**

Yes

No

**Do you plan to sell food at your event?**

Yes

No

**Will your event have any food vendors?** *Each food vendor must have a food truck park permit*

Yes

No

**Will your event have any merchandise vendors?** *Each vendor must have a City of Mobile business license*

Yes

No

MPRD charges usage, electrical, and damage deposit fees for Bienville Square, Cathedral Square, Cooper Riverside Park, Dow Amphitheater, Mardi Gras Park, the Mobile County Bicentennial Pavilion at Medal of Honor Park, the Performing Arts Pavilion at Langan Park, all indoor facilities, and all athletic facilities.

An APPROVED event site plan layout is required before an event takes place. Any changes must again go through the approval process by MPRD staff before the event setup may occur.

The City of Mobile does not guarantee electricity or electrical hookups at any park except for the facilities mentioned above.

MPRD requires the damage deposit to be paid immediately upon receipt of the invoice to secure a permit.

For any cancellations, email [mprdpermits@cityofmobile.org](mailto:mprdpermits@cityofmobile.org)

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Any cancellation requests received within 14 days of the event will result in forfeiture of the damage deposit.

Customers will forfeit all fees paid to MPRD for any cancellation received within 72 hours of the event.

The customer may pay any fees by cash, money order, credit, or debit card. However, merchant processing fees are non-refundable.

No merchandise, food, or beverage sales may occur on the park grounds without an MPRD permit.

No food or drinks are allowed under the Performing Arts Pavilion or the Mobile County Bicentennial Pavilion.

Any events with alcohol will require additional City of Mobile support services.

All reservation confirmations are conditional upon MPRD receiving payment in full and all required information. Failure to do so will result in the cancellation of the reservation.

The event may require an event set-up diagram.

City Ordinance prohibits (1) USE OF ALCOHOLIC BEVERAGES & LOUD AMPLIFIED SOUND in the parks. The party using the Park facility has been informed of the Noise Ordinance adopted by the City Council of the City of Mobile and signed by the City Clerk and will be in full force and effect from and after its adoption date of August 2, 1994.

The City of Mobile does not provide emergency electrical services during the weekend.

The City of Mobile does not provide water connections for outside personal equipment at parks.

MPRD does not allow vehicles on the grass; if violations occur, the permit holder's damage deposit is subject to forfeiture.

Any facility left unclear will result in automatic forfeiture of the damage deposit.

If the damage deposit exceeds the amount collected, funds for repair may be required.

MPRD will conduct a post event walkthrough on the next business day after the event to determine if the park deposit can be returned. Any damage to the park grounds will be noted by photographs and used as justification for deposit return denial. MPRD also reserves the right to file a claim with the customers Certificate of Liability Insurance if damages occur.

Print Name (Required): \_\_\_\_\_

Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_