



Greenway Conservancy Reservation Form

Submitted by _____

Daytime phone _____ Cell _____

Date Submitted _____

Date of Proposed Event _____

(One form must be submitted for each event proposed)

Start and end times _____

Set up and breakdown times of event _____

Insurance provider for the event _____

Amount of general liability for the event _____

Park Location for event request _____

(North End Parks, Wharf District Parks, Dewey Square Parks, Chinatown Park – please identify cross streets)

Contact information for event organizer / sponsor

Name _____

Organization/Firm _____

Address _____

Address _____

City, State, Zip _____

Email _____

Website _____

Detailed description of event

Detailed event description _____

Event logistics (Number of stages, tables, chairs, tents, etc.)

Alternative plan in the event of rain or lawn closure _____

Audience for the event

Is the event public or private?

private

public

Who is the audience for your event?

How many attendees do you hope to attract (or invite, if private)? _____

How will your event be marketed or publicized prior to the event date? (Circle all that apply)

Web

Electronic or hardcopy newsletter (Circle all that apply)

Word of mouth

Other (Please describe) _____

Activities at event

Will food or beverage be distributed at your event? yes or no

Does your event include music? yes or no

What kind? Live or taped? Name of musical group _____

Will your event have an emcee? yes or no

Do you expect to have live television coverage? yes or no

Equipment for the event

What do you propose to bring into the park?

- o Please list all items such as tables, cables, extension cords, signs, speakers, microphones, lighting, staging, tents, portable toilets, etc.
- o Please include decorative and promotional items.

Site plan (Please mark up attached map)

- o Requests cannot be granted without an approved site plan

Please describe your set and breakdown/cleanup procedure and timetable _____

Thank you for your interest in using the Rose Fitzgerald Kennedy Greenway for your event.

By signing this form, you agree that you and your organization/firm will be fully responsible for all set up and clean up procedures. All trash must be removed from the Greenway parks within three hours from the end of the event.

You must staff the event at all times and must leave the park in the same or better shape than you found it. Please email us at alee@rosekennedygreenway.org with any questions.

Applicant signature Date submitted

Conservancy staff Date approved