



CITY OF WILLOWS  
PARK USE APPLICATION AND PERMIT  
201 North Lassen St.  
Willows CA. 95988  
(530) 934-7041

1. Name of Organization: \_\_\_\_\_

(Birthday party, Baptism, Reunion, Graduation, etc.)

2. Contact Person: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_  
(Day of Week, MM/DD/YY) (Starting Time & Ending Time)

5. Requested Park:

Requested Equipment:

- Jensen Park (Large Gazebo)
- Jensen Park (Small Gazebo)
- Sycamore Park
- Central Park

- Portable Barbecue
- Picnic Tables
- Softball Bases
- Electricity

Other Equipment Required: \_\_\_\_\_

Area Requested: \_\_\_\_\_

Describe briefly the intended use: \_\_\_\_\_

6. Will a Public Announcement / Speaker System be used?  Yes  No

7. Will items be sold?  Yes  No

8. Will alcoholic beverages be sold?  Yes  No

Type: \_\_\_\_\_ Vendor: \_\_\_\_\_ ABC Permit #: \_\_\_\_\_

9. Attendance:  1 – 50  51 – 100  101-150  Over 150 \*

10. Open to public?  Yes  No Membership Only?  Yes  No

11. \*Do you plan to bring Private/Public equipment for use at the park? (Jump House, Climbing wall, etc.)  Yes  No

**\*PLEASE NOTE: A Certificate of General Liability Insurance in the amount of \$1MM is required listing "The City of Willows" as "Additionally Insured" for any events with over 150 attendees or if Jump Houses, Climbing Walls or other private and potentially dangerous equipment is used:**

In making this application for use of City property, I acknowledge that I have read and understand the rules

**governing the use of City property and agree to abide by these rules and any special conditions of the permit. I will be present or the individual(s) named below at the facility during the use of the property.**

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name** **Address** **Phone**

**\*\*\*\*\*FOR OFFICIAL USE ONLY\*\*\*\*\***

**Refer to following:**

**Additional Requirements:**

\_\_\_ **City Manager**

**No. of additional security required:** \_\_\_\_\_

\_\_\_ **Police Chief**

**No. of additional dumpsters required:** \_\_\_\_\_

\_\_\_ **Fire Chief**

**Hire individual for trash pickup:** \_\_\_\_\_

\_\_\_ **Public Works**

**Hire Individual to clean rest rooms:** \_\_\_\_\_

\_\_\_ **Recreation Director**

\_\_\_ **Parks Director**

\_\_\_ **Certificate of General Liability Insurance (if required) naming "The City of Willows" as "Additionally Insured" for any events with over 150 attendees or if Jump Houses, Climbing Walls or other private and potentially dangerous equipment is used:**

**RECOMMENDATIONS/CONDITIONS**

- **Parties, Events & Activities must be concluded by dusk, unless otherwise expressed in writing on the permit application.**
- **Please assist in maintaining the cleanliness of our city parks by disposing of any refuse that was created as a result of your event in the trash receptacles that are located throughout the park.**
- **NO GLASS CONTAINERS, PRIVATE VEHICLES OR HORSES ARE ALLOWED IN THE PARK.**

**Additional Recommendations/Conditions:**

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

\_\_\_\_\_

\_\_\_ **Approved**

**Fee \$** \_\_\_\_\_

\_\_\_ **Denied**

\_\_\_\_\_  
**Authorized Signature** **Date**