



FACILITY RENTAL REQUEST FORM

The People's Park

1 Harry Truman Parkway, Annapolis, MD 21401
(410) 222.7300 Fax: (410) 222.4120
website: www.aacounty.org/recparks

Request Date: _____

Thank you for your interest in hosting an event with Anne Arundel County Recreation & Parks. We ask that you please complete this facility use request form to begin the reservation process. Please note that all requests must be submitted at least thirty (30) days prior to the requested event date and this facility request does not guarantee space availability. Please read entire document prior to submittal. Once completed, please e-mail or fax application to Laura Wicklund at rpwick22@aacounty.org or 410-222-7320. Once we have received your request, we will contact you to confirm or discuss the event. Please allow 2-3 business days for a response. You must be 21 years of age to apply for a special events permit.

CONTACT INFORMATION

Primary Event Contact: _____

Billing Address: _____
Address City State Zip

Contact Phone: _____ Fax # _____

E-Mail: _____ Sponsor: *If applicable* _____

EVENT INFORMATION

Event Date: _____ 2nd Choice Date
(if applicable): _____

Event Name: _____ Event Type: _____

Event Start Time: _____ Event End Time: _____ Use is for a full day (8hrs).
Start and end times allow for
Set-Up Date: _____ Set-Up Time: _____ proper preparation of the
facility.

Description of Event: _____

Number of Attendees/Guest _____ Facility is limited to 200 of guest. A Director's
(Approximate) waiver is required if more than 200.

Concessions/Caterer NO Yes If Yes, are they licensed? _____

Please indicate if you will be using any of the following:

Admission Fees Alcohol *special permit required* Music Parade Port-a-Pots

Signage Tents/pop ups Vendors _____

Other - Please indicate

