



# 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 Megan Chido at rpchid22@aacounty.org or 410-222-2868. 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 proper preparation of the facility.

Set-Up Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Number of Attendees/Guest (Approximate) \_\_\_\_\_ Facility is limited to 200 of guest. A Director's 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*

