

# SPECIAL EVENTS APPLICATION

Please complete and return this application to the Resident Engineer/Manager at the project where the event will be held.  
 This application should be submitted at least 30-days in advance of the event.

Name of Event	Name of Sponsor	
Mailing Address	Representative	
	Phone Number	
Description of Event	Date(s) of Event:	Hours of Event:
Project	Location	

Please indicate the number of persons that will be involved as:

Participants \_\_\_\_\_ Spectators \_\_\_\_\_ Event Officials \_\_\_\_\_

Will any spectator or participant fees be charged in connection with the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach a list of the proposed fees and complete the following items:

Anticipated Revenues		Anticipated Expenses	
Entry Fees		Prize Money	
Spectator Charges		Merchandise to be given as prizes	
Parking Fees		Trophies	
Chair/Cushion Rentals		Advertising	
Concession Sales		Insurance	
Other (Specify)		Cleanup, traffic & crowd control	
		Donations to a recognized charity (specify)	
		Other expenses	
<b>Total</b>		<b>Total</b>	

I /WE UNDERSTAND THAT THIS PERMIT MAY REQUIRE PAYMENT OF A FEE. I /WE AGREE TO COMPLY WITH THE PERMIT CONDITIONS SHOWN ON THE 2ND PAGE OF THIS FORM.

\_\_\_\_\_

ORGANIZATION

\_\_\_\_\_

SIGNATURE OF RESPONSIBLE PERSON

	Your permit application is approved subject to the conditions shown on the reverse side of this form.		
	Your permit application is approved subject to the conditions shown on the reverse side of this form AND		
			Payment of a Special Event Permit Fee of
			Payment of a Performance Bond in the amount of
			Provide proof of insurance coverage in the amount of
	Attachment of User Fee Permit Number is your receipt for all fees paid in connection with this permit.		

Resident Engineer/Manager Signature:

1. Admission to the area where the event will be held must not be limited to membership of the sponsoring group, nor will any discrimination be made against a person because of race, creed, sex, or national origin in conduction activities.
2. No costs will accrue to the Government.
3. Permitted will make necessary provisions that the activity will not preempt the public use of the project recreational resources.
4. The permit request must be in accordance with applicable Federal, state, and local laws.
5. The United States Government is not responsible for damage to property or injury to persons attending the event. The permittee will be responsible for health and safety requirements of participants and spectators. Proof of insurance coverage may be required as one of the conditions of this permit. When required, such proof must be furnished to the Operation Project Manager at least 5 days prior to the event or the permit is null and void.
6. The permittee shall save and hold the United States harmless from any and all claims for damages to property and injuries to persons, which may arise or be incident to the event.
7. The right to charge will be based on the provision of parking assistance, adequate policing for crowd supervision and control, and other services to be provided by the requesting organization. A schedule of fees, if any, to be charges the public must be furnished and approved prior to the event.
8. Collections, if any, in excess of actual total costs will be considered as lease-hold to be paid to the Corps of Engineers for legal disposal except if surplus proceeds are used for purposes, which would benefit public use of the project. Donations to recognize charities and the cost of trophies and other awards may be considered costs of the event.
9. Concession permits will be granted to the permittee only in the absence of a commercial concession lease in the area or with written approval of the commercial concessionaire.
10. The permittee will establish and maintain adequate records and accounts of receipts and expenditures and shall make such records and accounts available upon request. The Government reserves the right to audit the sponsor's records.
11. The permitted site will be fully restored to pre-use conditions by the permittee within 48 hours after the event closed or as directed by the Operations Project Manager.
12. A Performance Bond in the form of a check or money order made payable to the "FAO, Little Rock," may be required as one of the conditions of this permit to cover potential damages and maintenance costs. It is understood that the performance bond will be returned to the sponsoring organization when the area has been fully restored to its pre-use condition. The performance bond must be furnished to the Operations Project Manager at least 5 days prior to the event or the permit is null and void.
13. The activity will be of a limited duration, generally not more than an 8-hour period at any on time; however, the permit will be limited to 48-hour periods at any one time; however, the permit will be limited to 4 days with holiday use considered on a case-by-case basis.
14. All boating events held on Corps of Engineers lakes in the State of Missouri require concurrent approval of the Missouri Division of safety.
15. Other conditions may be added to this permit as required.

Additional conditions for Special Events Permit, Greers Ferry, 5 March 2007.

16. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to members of the sponsoring group provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, or age. Request for special events permit citing "special circumstance" for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification. This may be appropriate for activities such as contact sports and sports such as tennis, golf, or competitive swimming. Fishing tournaments do not qualify for discrimination based on gender.
17. Actual revenue and expense should be furnished to this office within 45 days after event.
18. Permittee is required to provide personnel and equipment necessary to provide traffic control in public use areas affected by the special event. Permittee is responsible to assure all vehicles are operated and parked in accordance with Federal, State, and County laws, including no parking or operation off the pavement. Additionally, permittee is responsible to assure the event does not take up camping or picnic sites.
19. Permittee is required to police the park to remove all litter and debris generated by spectators and/or participants in the special event. Any damages occurring due to special events will be the responsibility of the permittee.
20. Permittee is required to have written plan of action listing personnel and actions responsible for fulfilling permit conditions (especially #'s 16 & 17). Should a plan not be prepared and followed, this will be grounds for immediate cancellation of Special Events Permit by a Park Ranger at the scene of the event.
21. Fishing will not be allowed within fifty feet of any commercial marina fuel dock or their concession/store dock.