

Village of Belmont

**Trail Side Park Reservation Form
Public Events Only
No Private Events Allowed**

Organization: _____

Address: _____

Phone: _____

Email: _____

Trail Side Park is only available for Public Events.
NO PRIVATE EVENTS WILL BE ALLOWED.

Date Needed: _____ **Start Time:** _____ **End Time:** _____

EVENT: _____

(Park Closes at 10 PM unless an extension is granted.)

Any large equipment (tent, trailer-sized grill, food trucks) must have approval in advance from the Village Board.

- Reservations are not guaranteed until the rental fee has been paid.
- If having an event, business owners on the north side of W. Commerce Street must be notified and sign the form on the back of this application giving their approval for the event to occur stating they have no conflict with the date of the event.
- All garbage must be cleaned up and bagged. Village Staff will haul away the trash bags once your event is completed.
- The park CLOSSES at 10 PM. You must file a Time Limit Extension with the Village Board if you are requesting an extension to the park hours and a reason the extension is necessary.
- You are expected to leave the Park area in the same condition as it was when you arrived.
- Village Staff will provide barricades upon request for any event that requires a street use permit to close the street.
- If hosting an event, Portable toilets will be required at the organization/individual expense.

I am aware that I will be charged a clean-up fee if I do not leave the park in the same condition that it was prior to my event. The fee will be based on the time it takes Village Staff to clean up after my event.

Typing your name here constitutes a signature.

Signature of Applicant/Group Representative

Date

Trail Side Park

Time Limit Extension (Please fill out if requesting an extension of hours.)

_____ am requesting an extension to the Trail Side Park hours from 7 AM to _____

(Individual)

(Time)

for the following listed event _____ being held at Trail Side Park on

(List Event)

_____. The reason for my extension request is _____.

(Date of Event)

Requestor's Signature: _____

Date: _____



West Commerce Street Business Owners

It is understood that I was notified of the upcoming event that is listed on this application that will be occurring on _____ from _____ to _____. By signing this application, I give my permission for the event to occur and realize that the event may require Cushman Drive to be temporarily closed during the event.

Lee McCarville, My Turn Pub

Signature: _____ Date: _____

Tim Carey, Rippers

Signature: _____ Date: _____

Jerome Amenda, Sports Page

Signature: _____ Date: _____