



Event Request Form

(complete form and fax to: 816-513-7715)

Nature of Event: _____

Location Requested: _____

Date Requested: _____ Actual event time: _____

Time of event from set-up to tear down: _____

Equipment to be brought to park site:

Number of people expected: _____

Please check the appropriate reply to the following questions:

Is anything being sold on park property? Yes No

Is this a free event? Yes No

Are donations or registrations required? Yes No

Is this a private event, with ticket sales? Yes No

Does this event receive Neighborhood Tourism Development Fund (NTDF) money?
 Yes No

Contact Information:

Name: _____

Organization: _____

Primary Phone #: _____ Secondary Phone #: _____

E-mail: _____

Thank you for your request. A KCMO Parks and Recreation representative will contact you within 2 business days of your request. All requests are processed in the order in which they are received.