

Event Request Form

Nature of Event: _____

Location Requested: _____

Date Requested: _____

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

Actual event time: _____

Equipment to be brought to park site:

Number of people expected: _____

Please answer the following questions with a Yes or No response:

Is anything being sold on park property: _____

Is this a free event: _____

Are donations or registrations required: _____

Is this a private event, with ticket sales: _____

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.