

# Georgetown Divide Recreation District

## Initial Event Plan (Submit plan upon making reservation)

Applicant: \_\_\_\_\_

Event: \_\_\_\_\_ Expected # of people: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Facility Requested: \_\_\_\_\_ Date(s): \_\_\_\_\_ Time: \_\_\_\_\_  
(Community Center, Park, Bayley Barn etc.) (Include set-up time)

### Include the following in your plan-

(The event plan assists you in planning your event and helps GDRD help you make your event successful.)

#### • Set-up and clean-up plan:

Who will set-up? \_\_\_\_\_

\*With events of 150 or more participants, there will be an additional maintenance, dumpster, and porta-potty fee

#### • Potential Vendors:

\_\_\_\_\_

#### • Food/Alcohol Plans: (Do-it-yourself, plans for permits or food handling requirements, barbecue etc.)

\_\_\_\_\_

#### Security Plan: (for food, alcohol, dance, festival or admission events)

How will you keep the event safe? (Ex: Sober drivers, private event, not exceed capacity, etc.)

\_\_\_\_\_

\_\_\_\_\_