

The Maryland-National Capital Park and Planning Commission Prince George's County Department of Parks and Recreation

Reservation Exception Request

Name:	Requested Reservation Date: PARKS DIRECT Household ID #:
For the questions that you answered "Yes" to or complete the information below.	n the Facility Reservation Request/Agreement, please
A. Public Events Will this event be advertised or publicized? ☐ No If yes, how (circle all): TV Radio Print Flyer (Attach a copy of any potenti Will any dignitaries/VIPs be attending (e.g. elected of If yes, please list names: How many volunteers/staff members will you have w	rs Email/Listserv Social Media/Internet Other (al promotional materials) (ficials, celebrities)? No Yes
B/C. Food/Catering Please describe the food that will be provided and by	whom
D/E. Fee-Based Events Will money be collected onsite (admission or registra	tion fee, etc.)? No Yes (if so—anticipated amount) and parties that will receive the profits
F. Alcohol	□ No □ Yes (how many)
G. Equipment/Entertainment Will you have commercial amusements? □ No □ Ye If yes, please describe (photo booth, clown, etc.) Do you plan to provide musical entertainment? □ No If yes, please describe (live band, dance, DJ, etc.) and	o □ Yes
Do you plan to provide other entertainment? No lf yes, please describe or attach a copy of your progra	
Will you be using a public announcement or amplified Do you plan on providing any additional equipment for the second describe. The Department of Parks and Recreation does not provide the second description.	d speaker system? □ No □ Yes
Please complete all information below. Additional Event Details/History Do you have a certificate of insurance? ☐ No ☐ Yes Have you hosted this event before? ☐ No ☐ Yes If yes, please provide location(s) and date(s)	(if so, please attach a copy)