



Public Event Proposal Form

Today's Date: _____

Client Information

Event Name:	Event Description:
Event Date:	Event Time:
Show Production Company (if applicable):	Estimated Attendance:
Ticketed Event?	Cost per ticket: Adult: \$ Senior: \$ Child: \$
Public or Private Event?	Event Website (if applicable):
Name of Event Organizer/Planner:	Name of On-Site Event Coordinator:

Event Information

Event Name:	Event Date:
Event Time:	Estimated Attendance
Show Production Company (if applicable):	Event Website (if applicable):
Ticketed Event?	Cost per ticket: Adult: \$ Senior: \$ Child: \$
Name of Event Organizer/Planner:	Name of On-Site Event Coordinator:
Coordinator Cell Phone:	Coordinator Email:
Designated Name on Contract:	Designated Title:
Sponsor(s):	Beneficiary:



Which space(s) are you interested in using at The Yards Park?

With as much detail as possible, please describe the event/program you plan to bring to The Yards Park.

Do you plan to serve food and/or non-alcoholic beverages? If yes, please explain (self-provided, catered, etc.).

Do you plan to serve alcoholic beverages at your event? If yes, please explain the types and how you plan to control the distribution of alcoholic beverages.

Do you plan to sell retail merchandise at your event? If so, please provide a vendor list and items to be sold.

Describe event signage both in the Park and directional signage from the Metro.



Marketing and Permitting

Have you promoted this type of event, or one similar, before? If yes, please list the name, date, and location of the event(s).

If you have previously promoted this event elsewhere, were you required to submit site, fire, and security plans to the licensor for approval? If yes, please attach any approved samples you have.

Do you have samples of literature/marketing materials which have been used or may be used to promote your event? If yes, please attach them to the application.

Have you ever promoted an event in Washington, DC? If yes, please list the name, date and location of event.

If you have previously promoted an event in Washington, DC, do you have any financial and/or tax related issues that have settlement pending? If yes, please list the name, date and location of the events that are pending.



Returning this form indicates the sender has provided detailed information for a potential event at The Yards Park in Washington, DC, and has reviewed all applicable usage guidelines, rules, regulations, policies, procedures, ordinances, and laws.

Print Name _____ Title _____

Signature _____ Date _____

Please submit completed form to:

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Washington, DC 20003
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