



**McFadden Plaza Reservation**  
**Request Form**  
**planning@carson.org**

<b>Name of Applicant   Event Organizer:</b> _____		
Address _____	Phone (w) _____	(c) _____
Email _____		
<b>Name of Organization (if applicable)</b> _____		
Address _____	City _____	Zip _____
Phone (w) _____	(c) _____	(email) _____
<b>Name of Event:</b> _____		
<b>Description of Event:</b> _____		
<b>Date Requested</b> _____		
<b>Time from</b> _____ <b>am/pm</b>	<b>to</b> _____ <b>am/pm</b>	<b># of Expected Participant</b> _____
<b>Will you need the Splash Pad turned on</b> – YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>Will you need Electricity Access</b> – YES <input type="checkbox"/> NO <input type="checkbox"/>		

**Special Notes:**

- ◆ The event organizer will be responsible for providing any lighting on the stage.
- ◆ The event organizer will be responsible for providing a sound system. The city does not provide a sound system.
- ◆ The event organizer must obtain an orientation from Facilities department staff prior to the event (Please request the meeting at least 48 hours prior to the event. The meeting must occur during normal business hours.
- ◆ Requests to utilize city owned electrical equipment must be made at least 30 days prior to the event. Equipment is available on a first come first serve bases, and must be picked up and dropped off at the Parks & Recreation Office, 3303 Butti Way #9.
- ◆ The splash pad is located in front of the stage. Please advise whether or not it will be turned on or off for your event.
- ◆ The rental of McFadden Plaza does not include the city's adjacent sidewalk or rights-of-way.

***Signature of Applicant*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_