City of Portland

Amphitheater Reservation Application Form

Hudson Family Park

To request a reservation for the Amphitheater, please complete and submit to:

Mayor's Office: 321 N Meridian St Portland, IN 47371 260-726-9395 ext. 221 mayorsoffice@thecityofportlan If you have any questions, you		Vlayor's Office.	
GROUP/CONTACT INFORMATI	ON:		
Group/Organization Name:			
Person Responsible:			
Address:			
Telephone:			
EVENT INFORMATION: Brief Description of Event/Prog	ram:		
Day and Date Requested:	· · · · · · · · · · · · · · · · · · ·	1	
Event/Program Times:	Start	Finish	
(Note: Please be sure to includ time.)	e adequate time i	for set-up and clean-up, as this	will be part of your reservation
CONCESSION BUILDING:	Yes (or	r) No	
The Concession Building Fee is S This fee is not refundable. If your organization is NOT FOR)	ax on the cost of the concession will need to be provided.	building, to be paid in advance.

DAMAGE DEPOSIT:

A damage deposit of \$250.00 for all refunded after the inspection process completed. This fee will be refunded as	s is complete	d, no damage	was found, ar	nd proper clean-up was	
Will alcohol be served?	_ Yes (or) _	No			
(If alcohol is served, a temporary p Commission.)	ermit must fi	rst be obtaine	ed from the Ind	diana alcohol and Tobacco)
The request must be submitted to the	Park Board. A	pproval is need	ded before alco	hol can be served.	
Additional event security fees may be \$25.00 per hour per officer. All events the time the application submittal and Security will be provided by the Portla	will be review I the fee paid p	red, and this de prior to approv	etermination ma al of any contra	ade by the Chief of Police a ctual agreement for events	t
Responsible Signature		Pate			
Office Use Only.					
Deposit Received	Receipt #		Date of Refund		