

## Neighborhood event planning request

### Neighborhood information

Neighborhood name: \_\_\_\_\_ Date: \_\_\_\_\_

Event contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event information

Event date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Event location: \_\_\_\_\_

Description of event:

### Event needs

**Is a park or park building requested?**

- Yes  No

*If yes, complete the outdoor rental application ([www.stlouispark.org/parks-rec](http://www.stlouispark.org/parks-rec)) and submit to The Rec Center.*

**Are any compostable food supplies needed?**

- Yes  No

*If yes, contact Darius Gray at [dgray@stlouispark.org](mailto:dgray@stlouispark.org).*

**Are garbage, recycling or organics bins needed?**

- Yes  No

*If yes, contact Emily Barker at [ebarker@stlouispark.org](mailto:ebarker@stlouispark.org).*

**Any fire department needs?**

- Fire permit  
 Fire ring  
 Fire department appearance

*If yes to any of the above, contact Sue Rasmussen at [srasmussen@stlouispark.org](mailto:srasmussen@stlouispark.org) or 952.924.2595.*

**Any police department needs?**

- Police department appearance

*If yes, email [slppdoutreach@stlouispark.org](mailto:slppdoutreach@stlouispark.org).*

**Are there any marketing or communications needs?**

- Event on city website

*If yes, contact Darius Gray at [dgray@stlouispark.org](mailto:dgray@stlouispark.org).*

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Submit the completed form to Darius Gray at [dgray@stlouispark.org](mailto:dgray@stlouispark.org) or drop off at the city hall, 5005 Minnetonka Blvd.

Contact should be made with other city departments as soon as possible to confirm additional details.