

**Tower Ball Room
Event Application
Jackson County, MI**



Fill out the form completely
and submit to American 1
Event Center for approval.

Submit to: Jackson County Parks, 128 W Ganson St, Jackson, MI 49201, jhutchins2@mijackson.org

Applicant Information (Please Print)

Name of Applicant: _____ Email: _____

Address: _____ Zip Code: _____ State: _____

Primary Number: _____ Secondary Number: _____

Name of Sponsoring Organization (If Applicable): _____ Non-Profit Profit

Address: _____ Zip Code: _____ State: _____

Contact person on the day of the event _____ Phone: _____

Non-profit Benefactor – Please attach letter from non-profit organization verifying their partnership.
***** A Certificate of 501 © (3) status from the IRS must accompany the application form. *****

Name of Chair Person for this event: _____ Applicant is also Chairperson
(If applicant is not the Chair Person complete the information below)

Address: _____

Email: _____ Email #2: _____

Contact #1: _____ Contact #2: _____

General Event Information

Event Name _____

Type/Purpose of Event: _____

Date(s) of event: _____ Time of event: _____ Set up time: _____ Tear down time: _____

Anticipated number of attendees: _____ Anticipated number of staff/Volunteers: _____

Anticipated number of Vendor Booths: _____

Describe event in full detail (attach additional pages if necessary):

Event History

- New event Planning for annual event: Yes No
- Re-Occurring Re-Occurrence - how many years: _____

Event Details

What is the event purpose: (Check all that apply)

- Charitable 501(c)3 For Profit Organization Open to Public Fundraiser Private Event

Admission: (Check all that apply)

- Intend to charge a fee (please list fee(s) _____) Free event to public Accepting Donations

From (Date & Time) _____ Until (Date & Time) _____

Will you require assistance from Jackson County Parks staff? Yes No

If yes, please explain _____

Will you have private security? Yes No What activities

will be provided or performed at your event?

Equipment:

Will you be renting any equipment for your event?? Yes No

If yes, Please list equipment being brought in

(Please reference our Equipment and Service Price List for a list of available equipment and services.)

Music:

Will music be provided/included as part of your event? Yes No

What type of music?

Proposed time music will begin and end: to

(Must comply with the Jackson County Parks noise ordinance Chapter VI Section 7A; and, be aware of the appropriate City noise Ordinance.)