



Town of Tryon Event Booking Form

Effective July 1, 2024

Application Date

Event Name: _____

Date of event: _____ Facility/Streets : _____

Starting time: _____ Finishing time: _____

Set-up date/time: _____ Break-down date/time: _____

Organization:

- ☐ Government/
Company
- ☐ Private
- ☐ Non-Profit*

Location:

- ☐ Harmon Field
- ☐ Town of Tryon
- ☐ Other: _____
- ☐ Rogers Park
- ☐ Ziglar Field
- ☐ HF Equestrian
- ☐ Tryon Arts & Crafts

*Non-Profit 501(c)(3) determination letter must be provided.

Contact Details

Contact Name: _____ Phone #: _____

Company Name: _____ Email: _____

Address: _____

City: _____ Zip Code: _____

Emergency Contact: _____

Agreement Details

Event Name/Organization: _____

- ☐ ***I understand that requesting an event is not guaranteed until approved by event committee and appropriate boards/council. (Tryon Town Council meets on the third Tuesday of every month. Harmon Field Board meets on the first Tuesday of every month.)***
- ☐ ***I understand that all fees must be paid prior to the event otherwise the event will be cancelled, unless other arrangements have been made.***

Printed Name: _____

Authorized Signature: _____ Date: _____

If event details change, a new application will need to be filled out and approved.

Rental applications still required for facilities.

Additional fees may apply.



Additional Event Details

Event Purpose/Goals/Objective:

Expected Number of Attendees:

Planned Event Alternate/Rain Date:

Public Works or Harmon Field Staff

Is existing lighting sufficient or will you be providing portable lights?

- ☐ No additional lighting will be required
- ☐ We will be providing additional lighting. * Please let us know which rental company you will be using. _____

Is there a need for a clean up crew for this event? If so, what company do you plan to use?

- ☐ We will be doing our own post-event clean up.
- ☐ We have hired a clean-up company: _____

Will this event require electrical or water hook-up?

- ☐ No hook-ups are needed
- ☐ We will need electrical hook-up.
- ☐ We will need water hook-up.
- ☐ We will need both electrical and water hook-up.

Will there be alcohol at this event? If so, have you gotten the ABC permit? *Minimum of one officer is required at events serving alcohol.

- ☐ No alcohol permit is required for this event- there will be no alcohol at this event.
- ☐ There will be alcohol at this event and we have an ABC permit.
- ☐ There will be alcohol at this event and we have not gotten an ABC permit yet.

What will be the parking needs of this event? Please describe in detail below. If off-site parking is being utilized, written permission from land owner or business owner must be obtained and provided with this application.



Town of Tryon Emergency Services

Expected Number of Attendees: _____

Will this event require road closures? If so, will you need the Town of Tryon to provide police and/or fire department support for traffic control?

- ☐ We will not be closing roads for this event.
- ☐ We will not be closing roads for this event, but traffic flow will be impacted.
- ☐ Yes, we will be closing roads and will need police/fire support for traffic control.
Which roads will need to be closed? _____

Have you gotten the necessary road closure permits through the proper channels?
(D.O.T., Polk County Emergency Management, Sheriff's Department, Town of Tryon?)

Will this event require emergency medical personnel?

- ☐ No, we will not need emergency medical personnel for this event.
- ☐ Yes, we have secured our own emergency medical personnel for this event (a proof of certification is required). Contact Information: _____
- ☐ Yes, we will need emergency medical personnel provided for this event through the Town of Tryon (additional fees apply).

Town of Tryon Services Fee Schedule

(2 hour minimum charge applies to all services)

Medical Coverage

___ EMT Only	\$30.00/hour
___ Medical Responder	\$25.00/hour
___ UTV Stationary	\$65.00/day
___ UTV Mobile	\$75.00/day

Law Enforcement Coverage

___ Off Duty Officer	\$45.00/hour
___ Off Duty Officer w/ Patrol Car	\$55.00/hour

Fire/Rescue Coverage

___ Firefighter/EMT/EMR	\$40.00/hour
___ Fire Engine	\$50.00/hour
___ Rescue Truck	\$40.00/hour
___ Brush Truck/Pickup Truck	\$35.00/hour
___ Fire Officer	\$50.00/hour

Public Works

___ Per Person Fee	\$40.00/hour
___ Equipment	\$50.00/hour
___ Road Closure Barricade	\$25.00/day

Harmon Field Staff

___ Per Person Fee	\$40.00/hour
___ Equipment	\$50.00/day
___ Closure Barricade	\$25.00/day

Emergency Management

___ Digital Message Board*	\$50.00/day
*subject to availability	

Proposed Total Cost: \$ _____

During application review, The Town of Tryon Police Chief along with the event committee is authorized to update the number of officers needed for the requested event accordingly. Events serving alcohol require a minimum of one officer.

During application review, The Town of Tryon Fire Chief along with the event committee is authorized to update the number of firefighters and/or medical personnel that are needed for the event accordingly.

Application Reviewed by: _____ Approved ___ Denied ___

[illegible]