ORLAND CEMETERY DISTRICT

Special Event Request Form

Submit at least 30 calendar days before an organized event expecting 100 or more attendees.
Submission is for District review and does not constitute approval.

01 Event organizer

ORGANIZATION OR GROUP

PRIMARY CONTACT

TELEPHONE

EMAIL ADDRESS

MAILING ADDRESS

02 Event details

EVENT NAME AND PURPOSE

CEMETERY AND PROPOSED LOCATION

EVENT DATE

EXPECTED ATTENDANCE

ESTIMATED VEHICLES

EVENT START / END

SETUP / REMOVAL TIMES

EVENT TYPE ☐ Religious / memorial ☐ Community ☐ Other

OTHER EVENT TYPE OR SPECIAL ACTIVITIES

03 Parking and safety

☐ Parking / traffic plan attached

☐ Emergency access will remain clear; vehicles will use designated areas

EVENT-DAY SAFETY CONTACT AND TELEPHONE

ORLAND CEMETERY DISTRICT

Arrangements, Acknowledgment & District Review

04 Restrooms and sanitation

The District has two restrooms. Additional portable facilities may be required.
Rental, delivery, servicing, removal and related costs are paid by the event organizer.

PORTABLE RESTROOM PROVIDER / PLACEMENT AND REMOVAL PLAN

PORTABLE UNITS PROPOSED

ACCESSIBLE UNITS PROPOSED

05 Staffing, charges and documentation

☐ Event outside normal District business hours ☐ District staffing requested

Events outside business hours requiring District personnel or services may incur applicable overtime charges payable by the event organizer.

☐ Insurance / risk documents attached ☐ Pending ☐ Not requested

ADDITIONAL REQUESTED SERVICES OR ARRANGEMENTS

06 Organizer acknowledgment

I confirm the information is accurate and acknowledge District rules, safe access, property protection, cleanup responsibilities, and required restroom and staffing costs.

ORGANIZER SIGNATURE (TYPE NAME)

DATE

07 District use only

DATE RECEIVED

REVIEWED BY

DECISION

☐ Approved ☐ Conditional ☐ Board review ☐ Denied

CONDITIONS / DOCUMENTS REQUIRED

☐ Traffic plan ☐ Portable restrooms ☐ Insurance ☐ Staffing

ESTIMATED DISTRICT FEES / OVERTIME

BOARD ACTION / DATE

CONDITIONS, REQUIRED CHANGES OR STAFF COMMENTS