



Current Permit Information			
Receipt/Permit #:		Date of Event:	
Permit Holder's Name:		Phone Number:	
Location of event:		Organization Name:	
Email Address attached to account:			
Section 1: Address <i>(Proof of residency is required with address change request. Additional fees will apply for non-residents)</i>			
Street Address:			
Apartment/Unit #:			
City:		State:	Zip code:
Section 2: Attendees/Location <i>(Additional fees may apply for changes in this section)</i>			
☐ Change my number of attendees: From: _____ To: _____			
☐ Change my location: Location Name: _____ Grove#: _____			
Section 3: Cancel Picnic/Event Permit			
☐ Cancel Permit – By cancelling my permit, I understand that all fees paid are non-refundable.			
Section 4: Date <i>(Requests must be submitted within the same calendar year of original permit)</i>			
☐ I want to change my date: 1st Choice: _____ 2nd Choice: _____ MM/DD/YYYY MM/DD/YYYY			
Section 5 – Update Permit Holder <i>(A copy of the <u>new</u> permit holder's driver's license or state I.D. must be submitted with form)</i>			
Permit Holders Name:		Email Address:	Phone Number:
Street Address:		City:	State: Zip code:
☐ I want to change the permit holder's name. By signing below, we authorize the exchange of permit holders and release the responsibility from the current holder to the new holder. The new permit holder agrees to take full responsibility for the permit and all FPCC rules and regulations as agreed on the original application submitted.			
_____ Old Permit Holder Signature		_____ New Permit Holder Signature	
* If the current Permit Holder is deceased before the event, the new Permit Holder may request a change to the permit by submitting a certified copy of the death certificate (with sensitive information such as social security number and cause of death redacted). Permit fees remain non-refundable.			
Signature			
Signature of Permit Holder:			Date: