

**SPECIAL EVENT PERMIT**

**PER ORDINANCE 2020-08, an application for a Special Event Permit shall be filed not less than 15 days before the date on which the event is scheduled to take place.**

Exact location of event: PUBLIC PROPERTY \_\_\_\_\_ **OR**  
PRIVATE PROPERTY \_\_\_\_\_

Designation of public facilities (park or building) or equipment to be used: \_\_\_\_\_

ORGANIZATION HEADQUARTERS/REPRESENTATIVE

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

APPLICANT (IF DIFFERENT)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Type of event:** Parade \_\_\_\_\_ Ceremony \_\_\_\_\_ Exhibition \_\_\_\_\_ Show \_\_\_\_\_  
Concert \_\_\_\_\_ Demonstration \_\_\_\_\_ Other \_\_\_\_\_

**Date(s) of event:** \_\_\_\_\_

**Time scheduled:** \_\_\_\_\_

**Complete description of the nature and types of activities planned:** \_\_\_\_\_  
\_\_\_\_\_

**Approximate number of participants:** \_\_\_\_\_

**Alcohol Beverages:** Yes \_\_\_\_\_ No \_\_\_\_\_

Beer \_\_\_\_\_ Wine \_\_\_\_\_ Champagne \_\_\_\_\_ Hard Liquor \_\_\_\_\_ (Liability insurance required)  
(Alcoholic Beverage Permit – must be attached)

**Purpose of special event:** \_\_\_\_\_

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- Must include a site plan, drawn to scale. The site plan must show the location of all required facilities, including adequate traffic control and parking, and the proposed layout of the event, including any temporary structures.
- Site plan attached: Yes \_\_\_\_\_ No \_\_\_\_\_
- Signs: \_\_\_\_\_
- Copy of State permit if State roadway is used: \_\_\_\_\_
- FOR PARADE: SEE PAGE - 3
- FOR FIREWORKS: SEE PAGE - 4

The special events permit, and any other permits associated with the event are required by the city to be posted in a conspicuous location on the special event site.

The special event shall begin only after all inspections by affected departments have been conducted, and a determination has been made that all code and ordinances have been satisfied.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The application must be completed and signed with all requirements/documents included before the approval process begins.

**POLICE CHIEF:** \_\_\_\_\_

APPROVED- \_\_\_\_\_ DENIED- \_\_\_\_\_ CONDITIONS FOR PERMIT

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**FIRE CHIEF:** \_\_\_\_\_

APPROVED- \_\_\_\_\_ DENIED- \_\_\_\_\_ CONDITIONS FOR PERMIT

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**FIRE INSPECTOR:** \_\_\_\_\_

APPROVED- \_\_\_\_\_ DENIED- \_\_\_\_\_ CONDITIONS FOR PERMIT

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**CITY MANAGER:** \_\_\_\_\_

APPROVED- \_\_\_\_\_ DENIED- \_\_\_\_\_ CONDITIONS FOR PERMIT

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**COMMUNITY DEVELOPMENT:** \_\_\_\_\_

APPROVED- \_\_\_\_\_ DENIED- \_\_\_\_\_ CONDITIONS FOR PERMIT

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**ZONING DIVISION:** \_\_\_\_\_

APPROVED- \_\_\_\_\_ DENIED- \_\_\_\_\_ CONDITIONS FOR PERMIT

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**DIRECTOR OF PARKS:** \_\_\_\_\_

APPROVED- \_\_\_\_\_ DENIED- \_\_\_\_\_ CONDITIONS FOR PERMIT

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**DIRECTOR OF PUBLIC WORKS:** \_\_\_\_\_

APPROVED- \_\_\_\_\_ DENIED- \_\_\_\_\_ CONDITIONS FOR PERMIT

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**FINANCE DIRECTOR:** \_\_\_\_\_

APPROVED- \_\_\_\_\_ DENIED- \_\_\_\_\_ CONDITIONS FOR PERMIT

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**CODE COMPLIANCE:** \_\_\_\_\_

APPROVED- \_\_\_\_\_ DENIED- \_\_\_\_\_ CONDITIONS FOR PERMIT

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**FOR PARADE:**

Exact location of marshalling and staging area: \_\_\_\_\_

Time at which units of parade will begin to arrive: \_\_\_\_\_

Time at which units of parade will be dispensed: \_\_\_\_\_

Exact route to be traveled shown on attached map: \_\_\_\_\_

Please attach approximate # of persons, animals, vehicles participating with a description of types of animals and vehicles.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parade will occupy all of the width of the street, roadway, or sidewalk:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

**FOR FIREWORKS:**

The following shall be attached to this application.

- A detailed listing of the type & quantity of fireworks to be used.
- A detailed written statement outlining all appropriate safety procedures, which will be used at fireworks display in order to protect the safety of the public and all surrounding property.
- A detailed written statement describing what facilities and containers will be used to store fireworks.
- If applicable, applicant's federal license # for transporting fireworks across state line and a list of names, addresses, occupations, and backgrounds of all individuals who will be responsible for the actual display, use or explosion of any fireworks. The background statement should include a complete history of the experience of the individuals involved with respect to their use of fireworks, including a detailed list and explanation of each and every accident resulting from the use of fireworks, which the individual has been responsible for, or involved in.
- A map showing the exact launching points and area of fallout.
- The applicant will need to provide proof of public liability and property damage insurance in an amount approved by the City's finance director and name the City as an additional insured.