

APPLICATION FOR SPECIAL EVENTS PERMIT

This form must be submitted at least fifteen (15) working days before the event.

(TYPE OR PRINT ALL INFORMATION)

Date of Application: _____ Day(s): _____ Date(s) of Event: _____

Rain Date: _____

1. Area(s) requested for use and/or streets to be blocked:

2. The event is described as:

3. The purpose of the event is to:

4. Is the event open to the public? Yes No If no, who is participating?

5. Starting time for the event is (include prep time): _____ And it will end at: _____

6. Number of people expected to attend: _____

7. Is music involved? Yes No If yes, manner of sound amplification: _____

8. Describe any props or structures to be used for this event:

9. Please give a detailed listing of all planned activities:

10. Will alcoholic beverages be served? Yes No

11. Is this a fund raising project? Yes No

12. Will food be sold? Yes No

13. Event Representative: Name: _____
Address: _____
City/State/Zip: _____
Home Phone: _____
Daytime Phone: _____

We agree to remove all props and items brought into the public areas and clean up all litter and debris that result from our event the same day as the event. I also understand the City Manager's permit is necessary before this event can be held.

Signature of Event Representative: _____ Date: _____

Organization/Group: _____
(Special Events: Application)