YOUR OFFICE NAME

# SPECIAL EVENT PERMIT APPLICATION

Apply to hold a festival, race, parade, concert or other public event.

Apply at least 30 days before the event. Attach a site map showing tents, stages, vendors, restrooms and any closed streets.

## ORGANIZER

**Full name ***

**Mailing address ***

**Phone ***

**Email ***

**Organization ***

## EVENT

**Event name ***

**Type of event ***

☐ Festival or fair ☐ Run, walk or race ☐ Parade ☐ Concert ☐ Market ☐ Block party
☐ Other

**Location ***

**Event date(s) and hours ***

**Setup and teardown times**

**Expected attendance (peak) ***

## PLANS

**Does the event close a road or sidewalk? ***

☐ Yes ☐ No

**Will alcohol be sold or served? ***

☐ Yes ☐ No

**Will food be sold or served? ***

☐ Yes ☐ No

**Tents, stages or inflatables? ***

☐ Yes ☐ No

**Amplified sound? ***

☐ Yes ☐ No

**Security, parking and first-aid plan**

**Site map ***

Attach to this form.

**Certificate of insurance**

Attach to this form.

## CERTIFICATION

☐ I certify the information is correct and agree to follow the conditions of the permit. *

**Signature ***

**Date ***