



FEEES:
Application Fee - \$25
Electric Drop (Includes usage) – \$100/drop (Fee increase may be applicable if special needs are determined)
Poly-Kart – \$5/cart
Dumpsters - \$30/dumpster
Barricades/Rope Standers – \$20/event
Picnic Tables – \$25 (includes up to 8 tables)
CMB Application – \$225

SPECIAL EVENT APPLICATION FORM

A complete application must be submitted at least ten days in advance of City Council Meeting, held on the first & third Tuesday of each month at 4:30 P.M.

Applicants must have a representative at the Council meeting or the application will not be approved.

Event Name: _____

Purpose/Description of Event: _____

Applicant Information:

Date: _____

Name: _____

Company or Group: _____

Address: _____

Phone Number: _____

Cell Phone Number: _____

Fax Number: _____

E-mail Address: _____

Event Information:

Address: _____

Property Owner: _____

Event Type:

_____ Type 1: Fundraising or non-commercial events for non-profit religious, educational, or community service organizations.

_____ Type 2: Promotional or commercial events and activities intended to be for-profit, or public events intended primarily for entertainment or amusement, such as concerts or festivals.

Please describe the proposed Special Event: _____

Proposed Dates: _____ to _____

Proposed hours of operation: _____ to _____

***No more than four (4) Special Event Permits may be issued in a calendar year to the same applicant.**

Event Description: Please include the following information

****Applicant must visit with the Department Heads of the services requested and have them sign off.****

- **Electric Department**
 - Electric Drop – # _____
 - Voltage Needed _____ Amps _____ Location _____

- **Public Works**
 - Poly-Karts - # _____
 - Dumpsters - # _____

- Barricades – (Blocking public access to businesses or residences requires signatures of agreement from all affected by such closure, please include signatures on separate document) Describe detailed placement _____

- Picnic Tables - # _____
- Rope Standers - # _____

- **Police Department**

- Explain provisions for parking and security - _____

- Anticipated Attendance - _____

- Describe proposed site maintenance; including how and when site will be cleaned following event. _____

- Note provisions, if any, that are being made for portable toilets (please include provider and disposal contractor) - _____

- Identify any mobile food vendors associated with this proposed event – _____

- Special Event Cereal Malt Beverage License (CMB) must be submitted in addition to Special Event Application, if Cereal Malt Beverages are to be served.

GRAPHIC DESCRIPTION: Please provide an aerial photograph or site plan of the area to include the following information:

- Location and dimensions of the event area
- Location and dimensions of any structures (tents, stages, etc) used for the event
- Location of requested amenities
- Any other information which pertains to the event

CHECKLIST:

- Completed Application**
- Signatures for the use of barricades (Street Closures)**
- Cereal Malt Beverage License Application**
- Detailed Graphic Description**

***Please note: Certain fees may be waived by City Council, if proposed event fits the Type 1 criteria.**

***Please submit application, required documents, and payment to City Clerk's office at least 10 days prior to regularly scheduled City Council Meeting.**

| | | |
|-----------------------------|----------------------|--------------------|
| For Office Use Only: | | |
| Date Remitted: _____ | Cash/CC/Check# _____ | Receipt# _____ |
| Reviewed by: | | |
| Police Dept. _____ | Fire Dept. _____ | Public Works _____ |
| Electric Dept. _____ | City Clerk _____ | |
| Permit Number: _____ | Date Approved: _____ | |