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**Event Permit Application Requirements**

1. Applicants shall file a Special Event Permit Application with the City upon forms provided by the City.
2. The Special Event Permit Application shall set forth at a minimum the following information:

[ ]  Completed Application Form

* The name, address and telephone number of the Applicant and the name, address and telephone number of Applicant’s designated representative if Applicant is an entity, association or organization.
* The name, address and telephone number of the Person conducting the Special Event if different from the Applicant with a written statement from the Person conducting the Special Event showing Applicant’s authority to make the Special Event Permit Application.
* The name, address and telephone number of the person who will be the event representative and who will be responsible for conducting the Special Event.
* The proposed location(s) for the Special Event.
* The purpose of the Special Event.
* The date(s) and time(s) the Special Event will start and terminate.
* The time at which on-site activities in preparation for the Special Event will begin.
* The date when cleanup of the property will be complete.
* The approximate number of people who are attending per day for the duration of Special Event.
* The number and types of animals and vehicles that are part of the Special Event.
* Details regarding food service including planned cooking.
* Details regarding whether alcohol will be sold or allowed.

[ ]  Map of Event

* The proposed parking areas and number of parking spaces provided.
* The location and size of tents, awnings, canopies, food service booths, or other temporary structures shall be shown on a map.
* Details for all signage shall be included.
* The location and orientation of loud speakers and any other amplification devices shall be shown on a map.
* Details for planned amusement rides.
* Details regarding any traffic control plan.
* Map(s) showing streets and pedestrian ways that are impacted as well as site setup indicating all equipment that will be used by the Special Event.

[ ]  Proof of Liability Insurance

* Proof of insurance for the Special Event.

[ ]  Parade

* + A route map.
	+ Approximate number of participants and type of participants (ex. animals, floats, etc.).
	+ Proof that all property owners adjacent to the Parade route have been notified of the route, date and duration of the Parade.

Any other information which the City Manager or designee find necessary under the Standards for Issuance of Special Event Permit set forth in Section 9.