



Special Event Permit Request

Application Fee: \$50 / Operational Permit Fee \$50

Name of Event: _____

Name of Person, Organization or Company Requesting Permit: _____

Applicant Mailing Address: _____ City _____ State _____

Applicant Phone: Day _____ Cell _____

Applicant Email Address: _____

New Event: Yes _____ No _____ Annual Event: Yes _____ No _____

Event Description: _____

Non-Profit: Yes _____ No _____ *please provide proof of 501© 3 status

Date(s) of Event: _____ Beginning and Ending time: _____

Will food/beverage be served? Yes ___ No ___ Explain food/beverage plan: _____

Sponsoring Organization: _____

Estimate of Attendees: # _____ Is this event open to the public? Yes _____ No _____

Does event involve a race, parade or fireworks public display? _____ If yes to fireworks display, ask for requirements.

Will you need or request Police Service for this event? Yes _____ No _____

Owner & Street Address of Event Location: _____

Number of Events at Event Location within last 12 months: _____

Signature of Applicant

Date of Application

For Office Use:
Approved by: _____ **Date Approved:** _____ **Permit # issued:** _____
Permit Fee Paid _____