

Special Event Permit Application Form

Directions: Please fill out this application completely. Print and submit the completed form to the City Administration Office.

1. Applicant Information

Applicant Full Name:

Organization Name (if applicable):

Mailing Address:

Phone Number:

Email Address:

2. Event Information

Name of Event:

Event Location/Address:

Date(s) of Event:

Event Start Time:

Event End Time:

Estimated Attendance:

3. Event Details & Requirements

Please type "Yes" or "No" for the following questions. If yes, provide brief details.

Will this event require street closures?

If yes, specify streets:

Will food or beverages be sold/served?

Will there be amplified music or sound?

If yes, specify hours of sound:

Will tents or temporary structures be erected?

4. Event Description

Provide a brief description of the activities planned during the event:

5. Signatures (For Printed Form Submission)

By signing below, the applicant certifies that the information provided is true and correct, and agrees to comply with all local ordinances and permit conditions.

Applicant Signature (Sign here): Date:

For Official Use Only:

Approved By (Official): Date:

Permit Number Issued: