

## SPECIAL EVENT PERMIT

(Requires City Commission Approval)

Special Event Permits do not guarantee that public facilities will be available for use. Facilities are available on a first come first serve basis, and it is recommended that patrons arrive ahead to ensure facilities are not in use. The City will not participate in or resolve time conflicts between patrons.

By signing below, the applicant agrees to hold the City harmless for any injuries or accidents that occur to any persons at City owned facilities.

### For Applicant

Name of Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Date and time of Event: \_\_\_\_\_

Will event have more than 100 Attendees?: \_\_\_\_\_

Will this event require street closures?: \_\_\_\_\_

If yes, name of streets to be closed: \_\_\_\_\_

Will event include food?: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

### For Office Use

\$25 for Permit, \$30/hour additional if SPD Security required (for events expecting over 100 patrons).

City Manager: \_\_\_\_\_

Sign: \_\_\_\_\_

Date of City Commission Approval: \_\_\_\_\_

**Attached Insurance Listing City as Additional Insured:** \_\_\_\_\_