



# Temporary Special Event Permit Application

This application must be submitted no later than thirty (30) days prior to the vent. Events requiring a Liquor License must be submitted no later than forty-five (45) days prior to the event.

An application fee of \$100.00 is due at the time the application is submitted. The application fee may be waived by resolution of the City Council for events deemed to be in the best interested of the city.

City staff will review the application and the City Council may approve the permit subject to conditions determined to be appropriate to the specific event.

Applicants are required to submit a security deposit of \$250.00. If no damages are incurred by the City as a result of the event, the deposit will be refunded.

The City encourages all applicants to review the City ordinances relating to the sale of alcoholic beverages (Chapter 120) and parades regulated (Chapter 60.08), which are available on the City's website or upon request from City Hall.

Event Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Applicant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Contact(s) Name \_\_\_\_\_ Telephone \_\_\_\_\_

During the Event Name \_\_\_\_\_ Telephone \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End time \_\_\_\_\_

\_\_\_\_\_ Start Time \_\_\_\_\_ End time \_\_\_\_\_

\_\_\_\_\_ Start Time \_\_\_\_\_ End time \_\_\_\_\_

***(If multiple day event, please complete start and end times for each day.)***

Location of Event \_\_\_\_\_ Number of Guests \_\_\_\_\_

Will there be amplified music or other noise?  Yes  No

If yes, please specify: \_\_\_\_\_

Will food or non-alcoholic beverages be served or sold?  Yes  No

If yes, please specify: \_\_\_\_\_

***(Provide verification of permits or licenses if applicable.)***

Will alcohol be served or sold?  Yes  No

If yes, please specify: \_\_\_\_\_

Will minors be allowed in the area where alcohol is being served?  Yes  No

If yes, how will you prevent minors from consuming alcohol? \_\_\_\_\_

***(Provide verification of permits or licenses if applicable.)***



**Attach a map or drawing showing the event layout. Indicate the locations of attractions, music, parking, and alcohol and food service and sales. Show any requested use or closure of streets, sidewalks, trails, and other public property.**

A large, empty rectangular box with a thin black border, intended for the applicant to attach a map or drawing showing the event layout. The box is currently blank.

