



Special Events Permit Application

TYPE OF EVENT:					
DATE OF EVENT:			TIME OF EVENT: AM / PM to AM / PM		
ORGANIZATION/SPONSOR NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
CONTACT PERSON(S):			E-MAIL:		
TELEPHONE NUMBER:			EMERGENCY:		
Description of Event (Please be specific):					
Request for On-Street Parking, list street:					
		From		To	
Amplification Required?		Yes No		Alcohol to be Served/Sold?	
				Yes No	
Facility Requested:					
Approximate Number of Participants/Guests/Attendees:					
Please list provisions for security/first aid/sanitary facilities/clean-up:					
Applicant's Name (Print):			Applicant's Signature:		
CITY USE ONLY:					
Certificate of Insurance Required:		Yes <input type="checkbox"/> No <input type="checkbox"/>		Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> By: _____	
Traffic Control Plan Required:		Yes <input type="checkbox"/> No <input type="checkbox"/>		Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> By: _____	
\$25.00 <input type="checkbox"/>		Event Fee			
\$50.00 <input type="checkbox"/>					
\$ _____		Other Costs (Define): _____			
Comments: _____					

Approved by:					
Public Works		Admin Serv		City Mgr	
Comm Dev		OCFA		Public Serv	
Rec & CS		Sheriff			
\$		TOTAL FEE		Approved:	
				Date:	

Upon receipt of the above, staff will coordinate your application and advise you of any additional information that may be necessary.
If Council action is required, a minimum of 60 calendar days will be required for processing.
 All other events require at least 30 days for application processing.