Special Events Application Checklist

☐ Application Fee – $100.00

☐ Completed and signed Special Event Permit Application

☐ Written approval from the property owner

☐ Three copies of a site plan (8-1/2 x 11 preferred) indicating:
  ○ Location of the event on the property
  ○ Temporary structure or tents and their size, including flame spread or fire retardant information
  ○ Sanitary facilities (required) and their location
  ○ Description of any temporary electrical use

☐ Certificate of insurance with the City name as certificate holder for public liability insurance in the amount of $500,000.00, combined single limit coverage, for injuries to person and property and umbrella liability coverage in the amount of $1,000,000.00. No cancellation of material change in insurance may occur without 30 days written notice to the City.

☐ Description of activities including the following information:
  ○ Dates and hours of the event
  ○ Type of activities proposed
  ○ Anticipated number of participants
  ○ Any activities that may cause noise, danger or safety concerns
  ○ Designated walkways for pedestrians
  ○ Location of trash receptacles
  ○ Location/availability of parking spaces
  ○ Access lanes for emergency vehicles