



**Special Event Permit
APPLICATION
In conjunction with Current On-Sale Intoxicating Liquor License**

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Applicant: _____

Premises Address:

Business Phone: _____

Description of Event: _____

Event Date: _____

Application Fee \$250.00 PLUS \$500.00 Deposit for Police Services

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Application requirements:

1. **Enclosed entirely within a Fence Enclosure.** A fence will be attached directly adjacent to the building. The fence will be of 4 feet in height suitable material to ensure restriction into the event area. **The fencing must also be approved by the Police Chief.** (Please provide a map/site plan)

2. **Restricted Access.** The fenced enclosure will have restricted access in and out and will be monitored throughout the event until the fenced enclosure is closed. The fenced enclosure will be shut down and the doors closed by 10:00 PM on any Sunday through Thursday event or by 12:00 AM on any Friday through Saturday or the day prior to a holiday event. Nobody will be allowed with alcohol outside of the building after the appropriate special event closing time.

Description of fence and hours of operation.

3. **Outdoor Music.** Bands must be moved inside by 10:00 PM on any Sunday through Thursday event or by 12:00 AM on any Friday through Saturday or the day prior to a holiday event and the fenced enclosure closed at said time.

4. **Number of People Expected.** _____

5. **Temporary Structure.** Will a Temporary Structure (Tent >200 sq. ft. or Canopy > 400 sq. ft.) be Used? If yes, describe: _____

6. **Security.** The applicant will provide staff for security as determined by the City. A Licensed City or County Law Enforcement Officer will be present during the entire event. The applicant shall pay all costs of said officer under a separate contract.

Number of Staff for Security. _____

7. **Police Officer.** A City Police Officer shall be contracted for the event by the applicant and will remain on site for entire event. The officer may remain on site to ensure that the fenced area is closed at the required time.

Is a contract on file with the Police Department? _____

8. **Event Wristbands.** Applicant will verify the age, with a valid ID, and place a unique event wristband on all persons who are served or consume alcohol at the event.

9. **Alcohol in Fenced Enclosure and Building Only.** No drinks will be allowed in the parking area and persons will not be allowed to leave the fenced enclosure with drinks.

10. **Parking.** The applicant will accommodate for extra parking. The applicant must accommodate for those spaces used by the fenced in area and additional spaces to accommodate the expected number of people in attendance. The applicant must receive written permission from neighboring properties if using their vacant parking spaces for overflow parking. The applicant will be responsible to monitor the parking areas during the event and will also be responsible to clean trash after the event.

_____ Spaces used by Fence. _____ Parking Spaces on site.
_____ Additional Parking Spaces off site.

11. **Events (food, bands, etc.).** Food may be served throughout the day in compliance with the Department of Health. Bands may be located in the Outdoor fenced enclosure subject to local ordinances.

Is food being served? Please describe.

12. **Insurance.** The applicant must provide a copy of insurance demonstrating that they have coverage for the event and the fenced in enclosure.
13. **Deposit.** A deposit of \$500.00 is required to insure clean-up and payment for one police officer.

Applicant

Staff Input

Please provide staff input in regards to public safety.

Community Development:

Police:

Public Works:

Fire Marshal:
