



## APPLICATION FOR SPECIAL EVENT

FEE NAME	DESCRIPTION	FEES
<b>BASE PERMIT FEE SPECIAL EVENTS &gt;100 People</b>	A non-refundable base fee of \$150.00 is required for all Special Event Permit applications submitted at least forty-five (45) days or more prior to the event date. This fee is applicable to all events regardless of their nature or size.	<b>\$150.00</b>
<b>VENDOR FEES</b>	These fees are in addition to the base permit fee and are intended to cover the additional administrative costs of managing vendor participation.	<b>\$100.00</b> ~ 1 to 10 vendors. <b>\$200.00</b> ~ 11 to 25 vendors. <b>\$300.00</b> ~ 26 or more vendors.
<b>UNLAWFUL EVENT ADMIN. FEE</b>	Administrative tasks cost recovery to determine lack of compliance of a commercial or non-commercial Special Event conducted without a special event permit when one is required, or an event conducted in violation of the terms of an issued Special Event Permit.	<b>\$500.00</b>
<b>LATE APPLICATION FEE</b>	Late Application Fee: For applications received less than forty-five (45) days prior to the event, an additional fee of \$300.00 per day will be assessed, in addition to the \$150.00 base application fee, to accommodate the expedited processing required.	<b>\$300.00</b> x (# of days)

**IF EVENT INCLUDES A STREET CLOSURE:**

1. **MUST INCLUDE COURSE MAP WITH TRAFFIC CONTROL SPECIFIED FOR EACH INTERSECTION.**
2. **APPLICANT MUST NOTIFY ALL PROPERTIES AFFECTED BY ROUTE VIA US MAIL 10 DAYS PRIOR TO EVENT. AN AFFIDAVIT OF MAILING IS REQUIRED.**
3. **A RIGHT OF WAY USE PERMIT WILL BE REQUIRED FOR EACH INTERSECTION INVOLVED. PERMIT FEE IS \$125.00 EACH.**
4. **SEVEN (7) DAYS PROPR TO THE EVENT, SIGNS MUST BE PLACED AT EACH AFFECTED INTERSECTION NOTIFYING THE PUBLIC OF THE EVENT. THE SIGN MUST INCLUDE THE EVENT NAME, DATE, AND START AND END TIME. ALL SIGNS MUST BE COLLECTED FROM THE INTERSECTION(S) WITHIN 48 HOURS OF THE COMPLETION OF THE EVENT.**

**ORGANIZATION NAME:** \_\_\_\_\_

**POINT OF CONTACT:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

PLANNING MEETING(S) DATES: \_\_\_\_\_

NUMBER OF EVENT STAFF: \_\_\_\_\_

ANTICIPATED NUMBER OF VENDORS: \_\_\_\_\_

ESTIMATED TO ATTEND: \_\_\_\_\_

TIMES:

SETUP: \_\_\_\_\_

BEGIN: \_\_\_\_\_

END: \_\_\_\_\_

SUMMARY OF ACTIVITIES:

**\*\*\*SUPPORT REQUESTED ~ SPECIFICALLY DESCRIBE WHAT PUBLIC SAFETY RESOURCES ARE NEEDED**

POLICE:

FIRE/EMS:

Other Information:

The undersigned affirms under penalty for perjury that the answers, representations, and information provided in this application are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date