

EVENTS PERMIT APPLICATION

Special Events: Events that occur either as part of City sponsored or local charitable or athletic occurrences on the public right-of-way or public premises or a temporary entertainment and amusement activity open to the general public and organized, produced or sponsored by a person which event is extraordinary in that it is not ordinarily conducted on a daily or regular normal average use basis. Such special events include, but are not limited to festivals, carnivals, athletic or contests tournaments, picnics and fairs.

This application must be on file in the Office of the City Clerk for at least **forty-five (45) days prior** to the date of the event. A certificate of Insurance and Endorsement naming the City of Elkhorn as additionally insured must accompany this application.

Name of Event/Location: _____

Date(s) of Event: _____ Start Date: _____ End Date: _____

Name of Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person (Day of Event): _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____ Home Phone: _____ Cell Phone: _____

Time Event will start to from: _____ Actual Start Time: _____ Finish Time: _____

What is the route or layout of the event? *Attach a detailed map or diagram of the event. Indicate the direction of the route or layout, including all turns and the number of traffic lanes to be used.*

Does the event require streets to be closed? Yes _____ No _____

Does the event require special parking restrictions? Yes _____ No _____

Estimated attendance at the event: _____ **Number of Vehicles:** _____

Will food be prepared and/or served at the event? Yes _____ No _____

Will tents or other temporary structures be erected? Yes _____ No _____

Describe toilet facilities available to participants: _____

Will any of the following services be required? Barricading _____ Dumpsters _____
Electric Hook-up _____ Cleanup _____ Street Sweeping _____

Will alcoholic beverages be served? Yes _____ No _____

Is Police Officer needed? Yes _____ No _____

One Police Officer is required for every 300 people present if alcohol is available, or one Police Officer for every 600 people if alcohol is not available. The Events Staff Review Team may modify these ratios, if deemed necessary.

I understand the filling of this application does not ensure the issuance of this license. I hereby certify that the foregoing facts are true to the best of my knowledge.

Signature of applicant: _____ Date: _____

Fee Schedule on reverse side

FEE SCHEDULE (Check those applicable)

- Application Fee - \$50.00 (non-refundable) Acct. # 100-4-44305
- Temporary Fermented Malt Beverage or Wine License - \$10.00 (If needed)
- Temporary Bartender Operator's License - \$10.00 (If needed)
- Street Closure - \$25.00 Acct. #100-4-44305
- Electric Hook – Up - \$50.00 (If needed) Acct. #100-4-44305
- Reimbursement for support services equal to the current labor scale for each department needed.
- Deposit - \$100.00 (Deposit is refundable if the route or location of the event is returned to its original state as determined by the Events Staff Review Team.) Acct. #100-223165

As a condition to approval of an application, the applicant shall agree to pay, within 20 days of billing, any additional actual costs, such as reimbursement for support services.

For office use only:

Approved: _____

Denied: _____

Reason if denial: _____

Special Conditions: _____

Permit # _____

Date approved/denied: _____

City Clerk