## City of Elkhorn Special Event Permit Application

Per Chap. 12.10 of the Elkhorn Municipal Code

| Date of Applic  | ate of Application: (Application must be submitted at least 45 days prior to event |                             |                     |   |  |  |  |
|---|--|-----------------------------|---------------------|---|--|--|--|
| Event Name:   |  |                             | Organization:       |   |  |  |  |
| Date of Event:  |  |                             | Contact Person:     |   |  |  |  |
| m: CF .   |  | Mailing Address:            |                     |   |  |  |  |
| (list all if more   |  |                             | Email: _            |   |  |  |  |
| Phone Number:   |  |                             | Phone Number:       |   |  |  |  |
| Estimated Event Attendance: Estimated Number of Vehicles: Will alcohol be served? 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 present. The Events Review Team may modify these ratios, if deemed necessary. A Temporary Class B license may be necessary if alcohol is available.  Describe Restroom facilities available to all participants:  Description of Event*: |  |                             |                     |   |  |  |  |
| •   |  |                             |                     |   |  |  |  |
|   |  |                             |                     |   |  |  |  |
|   |  |                             |                     |   |  |  |  |
| Type of Event*:   | Carnival<br>Festival<br>Public Entertainment                                       | Run/Walk Block Party Parade | of Elkhoi           | orn Lake Powerboat (per Chap. 19.01<br>rn Municipal Code)<br>r: |  |  |  |
|   | Street Closure   | Street Closure Form         | n must be complete  | d and attached to this application                              |  |  |  |
|   | ☐ Traffic Control  | Location:                   | •                   |   |  |  |  |
| Requested<br>City   | Barricades   | Qty:                        | Location:           |   |  |  |  |
| Services*:  | Street Sweeping  | Qty:                        | Location:           |   |  |  |  |
|   | ☐ Electricity  | Туре:                       | Location:           |   |  |  |  |
| *Attach any additional information as needed, or a map of your Special Event, including streets/property to be used,<br>event route, placement of tents, equipment, and facilities. Note that use of park facilities requires contact with Park &<br>Recreation office to arrange reservation and pay park rental fee.  |  |                             |                     |   |  |  |  |
|   | of Insurance naming the is attached to this app                                    |                             | dditionally Insured | l is required for all events                                    |  |  |  |
| An Operational/Safety Protocol Plan is required for powerboat use on Elkhorn Lake  Operational/Safety Protocol Plan is attached to this application   |  |                             |                     |   |  |  |  |
| The applicant warrants that all information contained on this application is accurate and it is understood and agreed that the applicant/organization shall hold the City of Elkhorn, its officers, agents, employees and volunteers harmless from all damages, costs, or expenses in law or equity that may arise or occur as a result of damages to property or personal injury.  |  |                             |                     |   |  |  |  |
| Signature of Applicant  |  |                             | Date                |   |  |  |  |

|                          |   |                                    | Departmental Review (for city use only) | V            |                     |   |  |  |
|--------------------------|---|------------------------------------|---|--------------|---------------------|---|--|--|
| City Clerk:              |   | Approval Denial                    | Reason for                              |              |                     |   |  |  |
|                          |   |                                    | Signature:                              |              |                     |   |  |  |
| Chief of Po              | olice:  |                                    | <del></del>                             |              |                     |   |  |  |
| differ of a differ       |   | ☐ Approval☐ Denial                 | Reason for<br>Denial:                   |              |                     |   |  |  |
|                          |   | Requires assistance from PD        |   |              |                     |   |  |  |
|                          |   |                                    | Signature:                              |              |                     |   |  |  |
| Public Works<br>Manager: |   | ☐ Approval<br>☐ Denial             | Reason for                              |              |                     |   |  |  |
|                          |   | ☐ Requires assistance from DPW     |   |              |                     |   |  |  |
|                          |   |                                    | Signature:                              |              |                     |   |  |  |
| Fire Chief:              |   | Approval Denial                    | Reason for                              |              |                     |   |  |  |
|                          |   | Requires ass                       |   |              |                     |   |  |  |
|                          |   | -                                  | Signature:                              |              |                     |   |  |  |
| Utility Director:        |   | Approval Denial                    | Reason for                              |              |                     |   |  |  |
|                          |   | Requires assistance from Utilities |   |              |                     |   |  |  |
|                          |   | rioquir es use                     | Signature:                              |              |                     |   |  |  |
| Recreation Director:     | n   | ☐ Approval<br>☐ Denial             | Reason for Denial:                      |              |                     |   |  |  |
|                          |   | Requires ass                       | istance from P&R                        |              |                     |   |  |  |
|                          |   | Signature:                         |   |              |                     |   |  |  |
| Special Event Fees       |   |                                    |   |              |                     |   |  |  |
|                          | As a condition for 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, cleaning, etc. |                                    |   |              |                     |   |  |  |
|                          | Application Fee (non-refundable)  |                                    |   | \$50         | (Acct. 100-4-44305) |   |  |  |
|                          | Electric Hook-up  |                                    |   | □\$50        | (Acct. 100-4-44305) |   |  |  |
|                          | Street Closure (application attached)   |                                    |   | \$25         | (Acct. 100-4-44305) | - |  |  |
|                          | Temporary Alcohol License (application attached)  |                                    |   | <u></u> \$10 | (Acct. 100-4-44120) |   |  |  |
|                          | Temporary Bartender License (application attached)  |                                    |   | □ \$10       | (Acct. 100-4-44120) |   |  |  |
|                          | Other Fees for:   |                                    |   | <b>\$</b>    | (Acct:)             |   |  |  |
|                          | Deposit- refundable if route/location is returned to its original state as determined by Staff Review   |                                    |   | □\$100 (Ad   | cct. 100-223165)    |   |  |  |
| Ţ                        | Total \$  |                                    |   |              |                     |   |  |  |
|                          | Receipt Number:   |                                    |   |              |                     |   |  |  |
|                          | Date Rec'd:   |                                    |   |              |                     |   |  |  |