



# SPECIAL EVENT PERMIT APPLICATION

FORM  
SPEV-APP  
7/21

## Instructions

- Complete and return the application to the City Clerk with the \$50 application initial processing fee. Applications filed within 45 days of the event must pay an expedited processing fee of \$250. **CASH OR CHECK ONLY**
- Additional information regarding special events and fees are available [here](#).
- Anyone who organizes a gathering of at least 21 people that impedes the normal use of public property (i.e.—block party, church festival, concert, parade, carnival, or other large gathering on public property) is required to have a special event permit issued for their event.
- Class 1 Event - means a special event that includes at least one of the following features: alcohol is available for consumption, electronically amplified outdoor sound is utilized, or more than 400 square feet of ground is covered by a tent or other temporary structure that provides shelter from the elements.
- Class 2 Event - an organized gathering on public property that does not meet the definition of a Class 1 Event.
- Please note: Service of alcohol will require an [alcohol license](#), use of a tent may require a [permit](#), and food service may require a food license from the Health Department (414-302-8600).

## Event Information

### Event Name

Address or Location of Event (a map or diagram is also required. Please refer to the next page)

The event involves closing the street - Yes No If yes, a street closure consent form signed by occupants of at least 50% of the residential and commercial properties must be submitted with the application. (see page 4 of this document)

Type of Event:  Block Party  Church Festival  Concert  Parade  Carnival  Other, describe:

Describe the Type of Entertainment that will be provided:

### Check Yes or No as applicable:

1. Alcohol is available? Yes No (If yes, you may also need an alcohol license, [click here](#) for details.)
2. Electronic Amplified Sound will be used outdoors? Yes No
3. A tent or structure 400 feet or larger is present at the event? Yes No (If yes, [click here](#) for more information.) If you answered yes to one or more of the above, your event is a Class 1 Event and you will need to provide proof of insurance with your application.

What is maximum capacity of the premises?

Clerk's Office Use ~ Receipt Codes: CI - \$50  
DPW FEES: (CR) 100.0000.444.01-13 ~ PD FEES: (CR) 100.0000.444.02-14



# SPECIAL EVENT PERMIT APPLICATION STREET CLOSURE MAP

FORM  
SPEV-APP  
7/21

## Street Closure Area Map

Please use the area below to draw a map of your neighborhood and indicate where you would like the street / alley blocked off. You may also attach a map and indicate those areas on there.

**\*\*IF THIS IS NOT COMPLETED, THE APPLICATION WILL NOT BE ACCEPTED\*\***



# SPECIAL EVENT PERMIT APPLICATION DATES/TIMES/CONTACTS

**FORM  
SPEV-APP  
7/21**

**Event Dates (MUST BE CONSECUTIVE DATES: If dates are not consecutive, then separate applications are required)**

Date and Hours of Set Up:

Date: Start Time: End Time: Max # of People Expected

   

Date: Start Time: End Time: Max # of People Expected

   

Date: Start Time: End Time: Max # of People Expected

   

Date: Start Time: End Time: Max # of People Expected

   

Date: Start Time: End Time: Max # of People Expected

   

Date and Hours of Break Down:

**Sponsor Information**

Sponsor Name (Individual, Firm, Organization, Association or Corporation)

Cell Phone Number

Email Address

**Coordinators (List all) -  
One coordinator must be onsite and available by phone during the event including set up and clean up**

Coordinator Name

Cell Phone

Coordinator Name

Cell Phone

Coordinator Name

Cell Phone

Coordinator Name

Cell Phone

Does anyone listed on this application have any outstanding fees, charges, or debts, owed to the City?

 YES  NO

IF ANY ARE FOUND, YOUR APPLICATION WILL BE DENIED.



# SPECIAL EVENT PERMIT APPLICATION TERMS & CONDITIONS

FORM  
SPEV-APP  
7/21

## 4. Terms & Conditions

You must initial each of the following items confirming your understanding:

The sponsor or at least one coordinator shall always be on the special event premises at all times that the special event is open for attendees.

The Police Department, Fire Department, or Department of Public Works may increase or decrease the staffing or equipment on the premises during the special event based on the actual number of attendees in order to protect the public health, safety, and welfare, and the city may charge the sponsor up to the direct costs of an increase in staffing or equipment under this paragraph.

A copy of the special event permit and any other applicable permit or license must be kept on the premises for the duration of the special event.

The coordinator shall always answer any calls to the mobile phone for the number listed on the application from a city official or employee during set up, clean up and during the event.

The sponsor and coordinator shall comply with all local, state, and federal laws.

I understand that a law enforcement officer may close the event if:

- 1) the event causes such a disturbance of public order that it is reasonable to believe that the assembly will cause injury to persons or damage to property unless it is immediately dispersed;
- 2) there is no sponsor or coordinator on the premises; or
- 3) the sponsor or coordinator fails to correct noncompliance with a condition of a special event permit after advanced warning to the sponsor or coordinator and reasonable opportunity to comply with that condition.

All estimated fees shall be paid 7 or more days in advance of the event or the application will be denied or the expedited fee of \$200 is required. (Does not apply to neighborhood block parties where the initial \$50 fee covers the cost of the event),

If the total actual direct costs exceed the deposit for estimated charges, I shall pay the invoiced amount within 30 days after the invoice date or be charged 1% interest per month. Balance must be paid in full, no partial payments. Failure to timely pay the remaining balance may result in denial of future permits.

*To the best of my knowledge and belief, all statements and answers in this application are complete and true. I understand that if I provide false or fraudulent information on this application, the application will be denied.*

Sponsor Signature

Date

The invoice for the estimated charges that must be paid 7 days before the event will be emailed to the sponsor's email. If you wish to have it also sent to someone else include their email address below:



# SPECIAL EVENT PERMIT APPLICATION STREET CLOSURE CONSENT FORM

**FORM  
SPEV-APP  
7/21**

## Street Closure Property Information

There are # \_\_\_\_\_ of residential properties on the closed portion of the street and # \_\_\_\_\_ of commercial properties. I certify that below are the signatures and addresses of 50% of the properties. (Attach additional sheets as necessary.)

Sponsor Signature:

## Signatures:

Printed Name	Address	Signature
<input type="text"/>		

Printed Name	Address	Signature
<input type="text"/>		

Printed Name	Address	Signature
<input type="text"/>		

Printed Name	Address	Signature
<input type="text"/>		

Printed Name	Address	Signature
<input type="text"/>		

Printed Name	Address	Signature
<input type="text"/>		

Printed Name	Address	Signature
<input type="text"/>		

Printed Name	Address	Signature
<input type="text"/>		

Printed Name	Address	Signature
<input type="text"/>		

