

SPECIAL EVENT APPLICATION

Application Date: _____

Name of Organization: _____

Type of Organization: _____
(Example: religious, charitable, educational, fraternal, etc.)

Contact Representative: _____
(Print Name) (Signature)

Contact Address: _____

Contact Phone #: _____

Date of Event: _____

Reason for Event: _____

Fees charged for Event: _____
(Example: Parking, entry fees, tickets, concessions, cover charge, etc.)

City Property to be used: _____
(Example: Park name, street closing, building, etc.)

Insurance Provider (attach Certificate of Insurance / \$1 million minimum liability): _____

Special Requests: _____

Date Presented to City Council: _____

Approved or Denied? (reason): _____
