

SPECIAL EVENT APPLICATION
(as required in Chapter 12.52 of the City of Olney Municipal Code)

Date of Application: _____

Rec'd By & Date: _____

Name of Organization Sponsoring Event: _____

Type of Organization: _____

(Example: religious, charitable, educational, fraternal, etc.)

Contact Representative: _____

Contact Address: _____

Phone #: _____

Email: _____

Special Event: Parade _____ Bike Tour _____ Run/Walk _____ Cruise _____ Circus _____
Tournament _____ Other _____ (please describe)

Name of Event: _____

Reason for Event: _____

Date of Event: _____

Hours of 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.) (Attach addl. pages if needed.)

Are Street Closures Required: Yes _____ No _____ (Attach map route, if applicable.)

If yes, what streets? _____

Point of Assembly: _____ Start Time: _____ End time: _____

Estimated # of People: _____ No. of Floats: _____ No. of Bands: _____ No. Of Cars/Trucks: _____

Will Traffic Be Monitored? Yes _____ No _____

Barricades Needed? Yes _____ No _____ If Yes, How Many? _____

(Attach map of intersections where barricades are needed. Barricades may be picked up at City Hall one day prior to the event for placement by event sponsors. Barricades will need to be returned to City Hall the next business day following the event. Damaged barricades will result in a \$50.00 fee per damaged barricade.)

Will Release of Liability Forms Be Required for Participation in the Special Event? Yes _____ No _____

If yes, please refer to Section 12.52.060 of the City of Olney Municipal Code

Special Requests:

Pick up and return of any approved City items are the responsibility of the event sponsor. Damaged items will incur a fee.

PLEASE ATTACH EVIDENCE OF REQUIRED INSURANCE (\$1,000,000 MINIMUM LIABILITY)

By signing this Special Event Application, applicant agrees to comply with the provisions of Chapter 12.52 of the City of Olney Municipal Code, including Section 12.52.050 regarding insurance.

Signature: _____