

SPECIAL EVENT
PRELIMINARY DETERMINATION FORM

The purpose of this form is to determine, based on the City's regulations for Special Events, what category your event falls under. Therefore, please complete this form and submit it to the City Administrator. Once a determination has been made as to the special event category, you will be notified (allow 7 working days) which application process is required. Applications will be available at City Hall and you may pick one up during business hours. *Please be aware, depending on the type of special event category, the application submittal time frame could be as much as sixty (60) calendar days prior to the event and no submittal will be less than thirty (30) calendar days prior to the event.*

Are you applying as an individual or representing an organization: _____

If an organization, is it a non-profit or a for-profit organization: _____

Will the event be a private event or public (public means open to the general public): (circle one) PRIVATE PUBLIC

What is the nature of the event, i.e. block party; craft fair, car or dog show, etc., circus, parade, carnival: _____

Will there be an admission charge: (circle one) YES NO Will alcohol be served: (circle one) NO YES

Will the event be held on private property or public property: _____

What is the address of the event (if more than one location, list all): _____

Will the event be held over a time frame of: (circle one) less than 8 hours over 8 but less than 24 hours

more than 1 full day (if more, how many) _____ What is/are the date(s) of the event: _____

How many people do you expect? (circle one) under 50 over 50 but less than 100 over 100 but less than 300

over 300 but less than 500 over 500 but less than 1000 over 1000 (if more, how many) _____

How will the parking needs be addressed: _____

Is street closure going to be requested: (circle one) YES NO

What are your plans for providing additional facilities, i.e., portable toilets, trash containers, etc: _____

Will there be any noise generated not normally associated with the location, i.e., music/band, loud speaker, revving of motors: (circle one) NO YES (if yes, give details) _____

Will there be any other vendors (sellers):(circle one) NO YES (if yes, how many & what type(s), i.e. crafters, food, etc.)

What extra security will be provided: _____

Will there be any special advertising (signs, banners, radio, etc.) (circle one) YES NO

Give a detailed description of the event: _____

Signature of Applicant

Mailing Address

Print Name

Phone Number

Date