



## Special Event Permit Application

### **Primary Contact/Applicant Person**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Person On-site During the Event**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Organization and authorized Head of Organization/Sponsor**

Organization/Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Information**

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Times: Start \_\_\_\_\_ am/p.m. Finish \_\_\_\_\_ a.m. /p.m.

*(If multiple dates/time, attach a sheet or indicate below)*

Set-up Start date: \_\_\_\_\_ Set up Start time: \_\_\_\_\_

Take-down End Date: \_\_\_\_\_ Take-down End time: \_\_\_\_\_

Location (s) of Event: \_\_\_\_\_ *(and/or attach a map)*

**Type of Event:**

- Neighborhood Block Party
- Public Block Party (such as a downtown street party/concert)
- Sporting Event or Competition (5K, 10K, adventure race, bike/run/walk)
- Cultural (such as art events, educational, etc.), and festivals
- Parade
- other – Please describe:

Will alcohol be served, sold or possessed at the event?

*[Possession and consumption of alcohol on the public right-of-way requires City Commission approval. Applicants are required to go before the city commission if alcohol will be possessed or consumed at the event.]*

Are City services (street closures, portable restrooms, police etc...) requested?  YES,  NO

If yes, please describe/state services requested below:

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Will this event require the use of a public facility/amenity (park and/or shelter etc)?  YES,  NO

If yes, has the facility/amenity been reserved?  YES,  NO

Do the proceeds of this event benefit a certain organization or individual?  YES,  NO

Name of organization or individual to be benefited? \_\_\_\_\_

Percentage of proceed that will benefit the organization or individual? \_\_\_\_\_

Will this be a private or public event? \_\_\_\_\_

**Applicant's Statement of Agreement:**

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understood, and agree to abide by the rules and regulations included in this application

including my obligations under the "Process and Instructions" section of this application. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Eudora. I hereby affirm that the above information is true and correct in describing the intent of this application. I understand that the issuance of the Special Event Permit is contingent upon compliance of all conditions and requirements. I, \_\_\_\_\_, the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

\_\_\_\_\_  
Print Name of applicant

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Please include the following with you application:

- ❖ A copy of your Certificate of Liability Insurance, listing the City of Eudora as an additional insured with the same coverage as the insured without restrictions and in the amount of \$500,000.
- ❖ Site Map
- ❖ Diagram of any street to be closed
- ❖ Map(s) of any race routes
- ❖ Signatures of business owners attesting that they were informed about the event
- ❖ \$50 application fee

**Please mail or deliver completed application to:** City Clerk's Office, 4 East 7<sup>th</sup> Street, Eudora, KS, 66025

**Fees:**

- \$50 application fee
- Other fees for city services may also apply. You will be advised of estimated costs before permit is grant if additional fees will be applied.