



SPECIAL EVENT PERMIT APPLICATION

Complete the application and return to Neighborhood & Community Services.

Email: emily.angel@bgky.org

Mail-in: Attn: Neighborhood Services

Fax-in: 270-393-3077

P.O. Box 430

Drop-off: Monday thru Friday, 7:30am – 4:30pm

Bowling Green KY 42102-0430

707 E. Main Avenue

Bowling Green, KY 42101

*Applications must be submitted at least 45 days prior to the first day of the event. Applications will be considered on a first-come, first serve basis. Incomplete applications will not be considered. To receive a permit you must complete this form and it will be pending multiple departmental reviews and our staff availability.
Please write legibly or type and fill out form completely.*

1. **Event Name:** _____

2. **Event Date(s):** _____

3. **Please list the event location (Name of Park and/or Street(s) and Private Address):**

4. **Name of organization:** _____

Address: _____

City/State/Zip: _____

First contact person: _____

Work phone: _____ **Home phone:** _____

Fax: _____ **Cell phone:** _____

Email Address: _____

Second contract person: _____

Work phone: _____ **Home phone:** _____

Fax: _____ **Cell phone:** _____

Email Address: _____

5. **Organization Type:**

Non-Profit: _____ **Government:** _____ **Corporation:** _____ **Other:** _____

(explain) _____

6. Purpose of event: _____

7. Give a brief description of the event: _____

8. Is this a first time event? _____ If "No", how many years has this event been held? _____

Please list any variations from previous year: _____

9. Event Type (check all that applies): Carnival _____ Concert _____ Fireworks _____
Run/Walk _____ Festival _____ Sporting Event _____ Other _____ (explain) _____

10. Provide event schedule (specify day, date and times); specify schedule for setup ("S"), event day ("E") and tear down of event ("T"). If you need more room, list on a separate sheet of paper.

11. Please estimate attendance: Per day: _____ Peak attendance during event: _____

12. Is this a charity or fund raiser event? Yes _____ No _____

If "Yes", please list organization's name, contact, phone number and address:

<u>Organization Name</u>	<u>Contact Name</u>	<u>Phone Number</u>	<u>Address</u>
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13. Will this event be open to the public? _____ Invitation only? _____

14. Will you be charging admission? Yes _____ No _____

15. Will you be taking up donations? Yes _____ No _____

16. Will the event include special amusements including such things as animals, mechanical rides, inflatables, climbing walls, dunking booths, water slides or portable pools?

Yes _____ No _____ If "Yes", please describe: _____

17. List all streets you propose to close:

<u>Street (indicate cross streets)</u>	<u>Closing Date and Time</u>	<u>Opening Date and Time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you need more room, list on a separate sheet of paper.

18. Will food be served at the event? Yes _____ No _____

Will the event include food vendors? Yes _____ No _____ If "Yes", how many? _____

- Please list the names and phone numbers of each food vendor:

<u>Vendor Name</u>	<u>Vendor Phone</u>
_____	_____
_____	_____
_____	_____

If you need more room, list on a separate sheet of paper.

19. Will there be booth vendors at your event? Yes _____ No _____ If "Yes" how many? _____

- Please list the names and phone numbers of each booth vendor:

<u>Vendor Name</u>	<u>Vendor Phone</u>
_____	_____
_____	_____
_____	_____

If you need more room, list on a separate sheet of paper.

20. Will alcoholic beverages be served at your event? Yes _____ No _____

If "Yes", what type of alcoholic beverages will be available?

Beer _____ Wine _____ (Distilled Spirits) _____

Please list dates and times alcoholic beverages will be served:

21. Do you plan to have live entertainment or music at your event? Yes _____ No _____

If "Yes", please answer the following questions:

1) If the entertainment will require a stage, please indicate the number of stages to be constructed _____ and the desired location(s) for placement:

2) Will recording equipment, sound amplification equipment or other attention getting devices be used? Yes _____ No _____

If "Yes", please describe equipment: _____

3) What type of music will be played at the event? _____

22. Will electrical wiring be utilized for your event? Yes _____ No _____

23. Will you be using generators? Yes _____ No _____

24. Will you be requesting use of City electrical service? Yes _____ No _____

25. Will tents be erected for your event? Yes _____ No _____ if "Yes", how many _____

26. Will you require access to water? Yes _____ No _____

27. Have you arranged for security at your event? Yes _____ No _____

If so, who will be providing security: _____

28. Describe your plans for Emergency Medical Services: _____

29. Describe your plans for trash removal (list the names of organization(s) or individual(s) responsible for the removal of trash): _____

30. Describe your plans for restroom facilities: _____

INSURANCE REQUIREMENTS

Depending on the type of event, you may be asked to provide the City with a certificate of insurance. If you or your group/organization is not currently insured and insurance is requested, you may obtain a quote for your event by contacting any local insurance office.

****This application will not be processed unless a site map is included. Indicate location of tents, stages, portable rest rooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Also, indicate where streets will need to be blocked.**

All information in this application and the enclosed site map is accurate to the best of my knowledge. I understand that if any changes are made to the site layout, I must submit a revised application and site map to the Neighborhood Services Office.

SIGNATURE

DATE

If you have any questions regarding filling out the application, you may call the Neighborhoods Services Office at 270-393-3641 or email Emily.Angel@bgky.org