

Special Event Permit Application

SPECIAL EVENTS COORDINATOR

Special Event Permit Application | Form SE-100

Event Information

Event Name: _____
Event Date(s): _____ Time: _____
Event Location: _____
Expected Attendance: _____

Event Type

☐ Festival/Fair ☐ Parade ☐ Concert ☐ Run/Walk
☐ Block Party ☐ Farmers Market ☐ Other: _____

Required Services (additional fees apply)

☐ Street Closure ☐ Police Services ☐ Fire Department Presence
☐ Barricades ☐ Portable Restrooms ☐ Tent/Structure Permit
☐ Alcohol Sales (separate license required)
☐ Food Vendors (health permits required)

Insurance Requirements

Certificate of Insurance required with City listed as additional insured:
- General Liability: \$1 million per occurrence / \$2 million aggregate
- If serving alcohol: Liquor Liability \$1 million

Application Fee: \$150 (non-refundable)

Submit application minimum 60 days before event.

Processing time: 30 days