

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