

## City of Eureka Springs APPLICATION FOR SPECIAL EVENT PERMIT *Single Location on Public Property*

**If any of the following applies to your event, please fill out the longer SPECIAL EVENT APPLICATION:**  
 \_\_\_ Parade \_\_\_ Retail Sales \_\_\_ Sanitation \_\_\_ Portable Toilets \_\_\_ Security \_\_\_  
 \_\_\_ Emergency Fire/Medical Services \_\_\_ Traffic/Transportation/Parking \_\_\_ Temporary Structures  
*An additional application is required for use of the Basin Park Band Shell and/or a Banner.*

*Permit fee: \$25 one-day; \$50 multiple days. Application with payment must be received at least 15 days prior to the event date. Use of location is subject to availability & other considerations.*

Location Requested \_\_\_\_\_ Time(s) Requested \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Event Name \_\_\_\_\_

Will you have amplified sound? \_\_\_ If so, what type? \_\_\_\_\_

Name of Event Producer \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Brief description of event \_\_\_\_\_

\_\_\_\_\_ Number of Expected Attendees \_\_\_\_\_

*I understand this is an application only and does not obligate the city to issue a Special Event Permit. I understand that I am responsible for the location being left clean and undamaged.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Application Approved by: \_\_\_\_\_ Date \_\_\_\_\_

*Mayor or City Clerk*

Fee Paid \_\_\_ \$25 for One Day Permit \_\_\_ \$50 for Multiple Days Permit

Application **denied** by \_\_\_\_\_ Date \_\_\_\_\_

*Mayor or City Clerk*

Reason for denial: \_\_\_\_\_

DEPARTMENTAL REVIEW	
FIRE _____	COMMENTS _____
POLICE _____	COMMENTS _____
PW _____	COMMENTS _____
TRANSIT _____	COMMENTS _____
CAPC _____	COMMENTS _____
PARKS _____	COMMENTS _____