

Permit # _____
Assigned by Office of the Mayor

City of Eureka Springs
APPLICATION FOR SPECIAL EVENT PERMIT
Multiple Components/Locations

PLEASE CHECK APPLICABLE COMPONENTS OF YOUR SPECIAL EVENT:

<input type="checkbox"/> Parade	<input type="checkbox"/> Sanitation	<input type="checkbox"/> Emergency Services
<input type="checkbox"/> Retail Sales	<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Traffic/Transportation
<input type="checkbox"/> Banner	<input type="checkbox"/> Security	<input type="checkbox"/> Parking Lot Rental
<input type="checkbox"/> Temporary Structures	<input type="checkbox"/>	<input type="checkbox"/> Outdoor Entertainment

Complete Section One and every section thereafter that applies to your Special Event Sign, date and return the form and fees to Office of the Mayor at City Hall as follows:

One-day Event: Application & fee due not less than 15 days prior to the event
Notification of permit status within 3 business days **FEE: \$25**

Multiple-Day Event: Application & fee due not less than 90 days prior to the event.
Notification of permit status within 10 business day. **FEE \$50**

SECTION ONE: EVENT/CONTACT INFORMATION

Event Name _____

Name of Event Producer/Promoter _____

Contact Person _____

Address _____

Contact Phone _____ E-mail Address _____

Event Date/Time Date: _____ Start _____ am/pm End _____ am/pm

Date: _____ Start _____ am/pm End _____ am/pm

Date: _____ Start _____ am/pm End _____ am/pm

If your proposed event will last longer than 3 days, please use additional pages for those days.

Location of Event _____

Brief Description of Event: _____

Number of Expected Participants/Attendees: _____

Have you had this event previously? If Yes, when? _____

SECTION TWO: PARADES ___ Yes ___ No *If no, skip this section*
 ___ Motor vehicles only ___ Pedestrians only ___ Mixed participants

Description and estimation of Participants _____

Parade Route *Describe or attach map* _____

Parade Date _____ Set-up Time _____ am/pm Start Time _____ am/pm

Proposed staging area _____

DEPARTMENTAL REVIEW - PARADES	
Fire _____	Comments _____
Police _____	Comments _____
P.W. _____	Comments _____
Transit _____	Comments _____
CAPC _____	Comments _____
Parks _____	Comments _____

SECTION THREE: RETAIL SALES ___ Yes ___ No *If no, skip this section*

How many vendors expected _____

Type of vendors and number of each:

Clothing _____ Food/Beverage _____ Jewelry _____ Other _____

Detail "Other" _____

DEPARTMENTAL REVIEW - RETAIL SALES	
Fire _____	Comments _____
Police _____	Comments _____
P.W. _____	Comments _____
Transit _____	Comments _____
CAPC _____	Comments _____
Parks _____	Comments _____

SECTION FOUR: BANNER(S) Yes No *If no, skip this section*

Requested Location(s) _____

Identifying Wording of Banner _____

Requested Display Date(s) _____

DEPARTMENTAL REVIEW - BANNERS	
Fire	Comments _____
Police	Comments _____
P.W.	Comments _____
Transit	Comments _____
CAPC	Comments _____
Parks	Comments _____

SECTION FIVE: SANITATION: USE OF CITY SERVICES FOR GARBAGE/ LITTER

Yes Number and location of additional receptacles _____

No Plan for removal of garbage and litter _____

DEPARTMENTAL REVIEW - SANITATION	
Fire	Comments _____
Police	Comments _____
P.W.	Comments _____
Transit	Comments _____
CAPC	Comments _____
Parks	Comments _____

SECTION SIX: PORTABLE TOILETS Yes No *If no, skip this section*

Number and location of portable toilets _____

Name of company providing toilets _____ Phone _____

DEPARTMENTAL REVIEW - PORTABLE TOILETS	
Fire	Comments _____
Police	Comments _____
P.W.	Comments _____
Transit	Comments _____
CAPC	Comments _____
Parks	Comments _____

SECTION SEVEN: ADDITIONAL SECURITY ____ Yes ____ No *If no, skip this section*

Plans and locations for additional security _____

DEPARTMENTAL REVIEW - SECURITY	
Fire	Comments _____
Police	Comments _____
P.W.	Comments _____
Transit	Comments _____
CAPC	Comments _____
Parks	Comments _____

SECTION EIGHT: ADDITIONAL EMERGENCY FIRE/MEDICAL SERVICES

____ Yes ____ No *If no, skip this section*

Detail needs _____

DEPARTMENTAL REVIEW - EMERGENCY SERVICES	
Fire	Comments _____
Police	Comments _____
P.W.	Comments _____
Transit	Comments _____
CAPC	Comments _____
Parks	Comments _____

SECTION NINE: TRAFFIC/TRANSPORTATION/PARKING

Alteration of normal traffic/parking patterns ____ Yes ____ No *If no, please skip this section*

If yes, detail alterations _____

Shuttle Service ____ Yes ____ No *If yes, detail route and frequency* _____

City Parking Lot Rental ____ Yes ____ No *If yes, separate Parking Lot Rental Application must be completed. Space rental fees are additional to the Special Event Permit fee.*

DEPARTMENTAL REVIEW - TRANSPORTATION/PARKING	
Fire	Comments _____
Police	Comments _____
P.W.	Comments _____
Transit	Comments _____
CAPC	Comments _____
Parks	Comments _____

SECTION TEN: TEMPORARY STRUCTURES ___ Yes ___ No *If no, skip this section*
 Describe type and location(s) _____

DEPARTMENTAL REVIEW – TEMPORARY STRUCTURES	
Fire	Comments _____
Police	Comments _____
P.W.	Comments _____
Transit	Comments _____
CAPC	Comments _____
Parks	Comments _____

SECTION ELEVEN: OUTDOOR ENTERTAINMENT ___ Yes ___ No *If no, skip this section*
 Location of entertainment venue _____

Sound system for amplified sound ___ Yes ___ No *If yes, details* _____

Does location have outdoor seating? ___ Yes ___ No *If temporary seating is to be provided, please detail* _____

DEPARTMENTAL REVIEW – OUTDOOR ENTERTAINMENT	
Fire	Comments _____
Police	Comments _____
P.W.	Comments _____
Transit	Comments _____
CAPC	Comments _____
Parks	Comments _____

I understand this is an application only and does not obligate the city to issue a Special Event Permit. Also that if approved, the Office of the Mayor must be immediately notified of any changes to the event as presented in this application.

Applicant signature _____ Date _____

FOR CITY USE ONLY:

Application Received on _____ By _____

Fee Paid: ___ \$25 One-day event ___ \$50 Multiple-day event

Application Approval: _____ Date _____

Mayor or City Clerk

Application Denial: _____ Date _____

Reason for Denial _____