

APPLICATION FOR SPECIAL EVENT PERMIT – TO BE RETURNED TO CITY CLERK

GENERAL EVENT INFORMATION

Official Name of Special Event:

Start Date: _____ End Date: _____

Briefly describe your event. Be sure to include the purpose of the event and all planned activities.

EVENT DATE	SUN	MON	TUE	WED	THUR	FRI	SAT
SETUP TIME							
START TIME							
STOP TIME							
TEAR DOWN / CLEAN UP COMPLETED							

Location of Event:

Estimated Attendance (daily & total): _____ Number of Booths: _____

Organization(s) Sponsoring Event:

(including addresses)

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Primary Contact: _____
Daytime Telephone: _____
Cell Phone: _____
Fax: _____
Email: _____

Address: _____
City: _____ State: _____ Zip Code: _____

Secondary Contact: _____
Daytime Telephone: _____
Cell Phone: _____
Fax: _____
Email: _____

Address: _____
City: _____ State: _____ Zip Code: _____

Onsite Primary Contact: _____
Cell phone: _____
Fax: _____
Email: _____

Address: _____
City: _____ State: _____ Zip Code: _____

Onsite Secondary Contact: _____
Cell phone: _____
Fax: _____
Email: _____

Address: _____
City: _____ State: _____ Zip Code: _____

NOTE: Either the primary or secondary onsite contact must be present onsite at all times during the event.

SPECIAL EVENT
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

EVENT _____

ORGANIZER _____

The event organizer agrees that it, and not the City of Stanley, will be solely responsible for all incidents related to the event. This responsibility of the organizer to the City includes but is not limited to the actions of the event organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants, and visitors.

In consideration for the City's approval of the Special Event. _____ the organizer of this event agrees to indemnify and hold harmless the City of Stanley, and its officers, council members, agents, employees, and authorized volunteers, from, for, and against and agrees to defend the same from and against, any and all suits, claims, grievances, damages, cost, expenses, judgments and/or liabilities, including costs of defense and reasonable attorney fees, and further agrees to pay any settlement entered into or on behalf of, or judgment entered against, the foregoing individual and/or entities.

The event organizer shall abide by the City's insurance requirements for the event, including the addition of the City of Stanley, and its officers, council members, agents, employees, and authorized volunteers as additional insured's for the event.

The individual(s) signing this agreement has the authority to enter into this agreement on behalf of the organizer(s) of the Special Event.

EVENT ORGANIZER

(PRINT NAME OF ORGANIZER)

DATE

Signature title

Signature title

Print name print title

Print name print title

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SPECIAL EVENT CHECKLIST
(please check all boxes that apply)

Is your event a:

- Festival / Music Concert
- Religious / Educational
- Rally / Memorial
- Street / Block Party
- Parade / Fun Run / Walk-a-Thon
- March utilizing any Public Property
- Public Assembly for Political Purpose
- Sport Tournament (Fishing, Soccer, etc.)
- Other _____

Location of event:

- Park or other public property
- Public street, sidewalk, alley, or right of way
- Private property

Will you have:

- Alcoholic beverages
(Additional permit required from City Clerk)
- Food & non-alcoholic beverages
- Non-food related sales and/or display booths
- Tent and/or Canopy
(Additional permit required from Inspections Dept.)
(Digger's Hotline must be contacted minimum of 3 days before digging)
- Generator(s) and/or additional electrical facilities
- Fires or Candles
(Additional permit required from Fire Dept.)
- Fireworks
(Additional permit required from Fire Dept.)
- Activities in a park outside of normal operating hours
(Waiver required from City Council)
- Barricades
(Approval from City Clerk's office if in right of way)

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- Amplified Sound
- Animals included or allowed in event
(animals must be licensed and have proof of vaccination)
- Cooking Equipment
(Fire Department approval required)

We have made arrangements for:

- Restroom and hand washing facilities
- Solid waste and recycling services
- Event insurance
- Public safety & security / EMS services
- Electricity / Generators
- Fire extinguishers
- Advertising with banners or signs
- Drinking water
- Grey water and grease removal
- Weather contingencies
- LP Gas
- Tent Heating

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Special Event Public Safety and Security Plan

Name of Event: _____

Location of Event: _____

Date of Event: _____

Time the Event is to Open: _____

Sponsor of the Event: _____

Estimated Attendance (daily and total): _____

Emergency Contact Information:

Name: _____

Daytime Phone Number: _____

Cell Number: _____

Name: _____

Daytime Phone Number: _____

Cell Number: _____

Name: _____

Daytime Phone Number: _____

Cell Number: _____

Primary Location of Event Staff at Event Site: _____

Emergency Notification of the Public

The public will be notified of safety and/or security issues in the following manner:

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Severe Weather Contingency

Shelter Locations:

Have you confirmed that the locations will be open and available?

Who will determine if your event is canceled or held? Phone number:

Public Safety Site Plan

Provide a schematic drawing of the event site location. The drawing must be legible. The public safety plan must include the following items if they will be provided, or if they are required.

1. Location of booths, stages, and event structures
2. Location of first aid stations
3. Location of information / ticket booths
4. Boundaries of the event
5. Location of fences
6. Location of exits and gates (gates must be numbered)
7. Location of Fire extinguishers
8. Location of severe weather shelters
9. Location of Fire / EMS access road
10. Location of security staff
11. Location of emergency contact event personnel
12. Location of assembly area and approximate occupant amounts
13. Location of event parking
14. Location of barricades
15. Location of generators
16. Location of temporary roadways

EMERGENCY ACTION PLAN WORKSHEET

Required for all events

NAME OF EVENT _____

Date: _____ Location: _____

1. Please describe your first aid and emergency action plans for your event. Will you have first aid kits available, and more advanced medical care, including AED and/or medical personnel available for everyone? How will you advise these people as to the locations of first aid if needed.

2. Who and how will monitor weather during the event? How will you notify the people of this?

3. How will you provide access for fire and ambulance services in the event of an emergency?

4. What communication tools during the emergency will be available to you at the event?

5. Please describe your traffic and parking control plans?

6. If your event will impact neighbors and other park users, how will you notify them of alternate routes and parking options?

Please provide any other information that you feel should be considered

I have reviewed and considered the Contingency Plan information provided by the City of Stanley along with this application YES NO

I have reviewed and understand the City's insurance requirements for Special Events as described in this document YES NO

I am enclosing the event's Public Safety Site Plan YES NO

I am enclosing other information that I believe is necessary or helpful to describe the planned event YES NO

SIGNATURE

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event Permit is true, correct, and complete to the best of my knowledge. If there are any changes, I agree that I will promptly notify the City of Stanley of these changes and request approval of them.

Date

(print name) (print title with organization)

APPLICATION FOR SPECIAL EVENT PERMIT – FOR REVIEW ONLY

CONTINGENCY PLAN

Event sponsors should review and consider the following issues when they are planning or preparing for an event. Many of these issues are required by one or more regulations, or are components of larger regulations. Considering other issues which may not be required should contribute to the planning and operation of the event. Developing responses to these questions should result in more productive and fruitful discussions with the various departments with the City during their review of the Special Event Application.

1. Weather related issues: rain, snow, severe storms, tornadoes, etc.
 - a. If the weather forecast includes bad weather, will the event be cancelled? If so, how will attendees be notified?
 - b. Develop a plan for the sudden onset of severe weather. Where will the people go and who is designated to assist in their safe arrival at the safe refuge place?
 - c. Is there an area of safe refuge in case of a tornado?
2. Medical Issues
 - a. Where will ambulance access to the event be in case one is needed?
 - b. Who will conduct crowd control in the event of a medical emergency?
 - c. Will a first aid station, with trained first aid provider, be provided at the event? Where?
 - d. If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?
3. Crowd Control
 - a. Who will monitor the barricades?
 - b. Who will work the entry gates? Maintain egress and access?
 - c. Who will patrol the area to prevent incidents from getting out of control?
 - d. Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior. Have communications equipment.

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4. Security

- a. Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relating to the number necessary.
- b. If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?
- c. If applicable, what will security officials do if non-paying attendees breach the gate or perimeter?
- d. If a complaint is received, for example, for loud music, how and who will handle the complaint?
- e. Provide communications equipment. Portable radios, cell phones, and access to land lines.
- f. If applicable, secure monies in an area not accessible to the attendees.

5. Event Logistics

- a. Where will there be, or will there be, a staging area for support staff?
- b. What time will the crowd be disbursed and by whom?
- c. Who will conduct clean up?
- d. Remember to maintain fire lanes and access roads.
- e. Appoint one person to oversee and take responsibility for the event. Who?
- f. Will an adequate amount of restroom facilities be provided? Where?
- g. Is there adequate safe parking provided? Where?

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