



## Special Event Permit Application

*Procedures for processing special event permits are found in Hugo City Code Chapter 90, Section 90-37.2.*

Any individual or organization holding an event or temporary use of a property which includes erecting temporary structures, offering food/beverages, or affecting traffic or parking requires a special event permit. Outdoor events, tent sales, employment fairs, celebrations, or similar special events are subject to this ordinance and require a special event permit.

### Applicant (Applicant will receive all correspondence from the City):

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

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

### Event Information

Type of Event \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

### Property Owner/Manager:

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**Description of Event**-Please review the items on the check list on the back of the application for information that is required to make this application complete. If there is not enough room below to describe the event please submit on a separate sheet of paper.

#### For Office Use Only

Fee Paid \_\_\_\_\_ Date \_\_\_\_\_

Yes  No  Yes with conditions below

City Council Meeting Date \_\_\_\_\_ Clerk Signature \_\_\_\_\_

**Conditions:**

## ALL THE FOLLOWING INFORMATION **MUST** BE SUBMITTED.

\_\_\_\_\_ Description of the Special Event and a list of all activities to take place at the Special Event. The written description shall include all of the following information:

- Estimated number of persons to attend.
- Duration of the special event, including beginning and ending times.
- Any public health plans, including supplying water to the site, solid waste collections and provisions of toilet facilities, if applicable.
- Any fire prevention and emergency medical services plans, if applicable.
- Any security plans, if applicable.
- The admission fee, donation or other consideration to be charged or requested for admission, if applicable.
- Whether food or alcohol will be served or sold at the event.
- A detailed description of all public right-of-way and private streets for which the applicant requests the city to restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns, the nature of such restrictions or alterations, parking and traffic management plan will be required if applicable.
- A description of any services, city personnel, city equipment and city property which the applicant requests the city to provide, including the applicant's estimate of the number and type needed, and the basis on which the estimate is made.
- Whether any sound amplification or public address system will be used or if there will be any playing of any music or musical instruments.
- Whether any tents or structures will be used.
- Whether signs, banners, or balloons will be used.

\_\_\_\_\_ A statement signed by the applicant either agreeing to pay all fees and meet all other requirements of this section, or representing to the city that the applicant is duly authorized to make such agreement on behalf of the person or organization holding or sponsoring the Special Event

\_\_\_\_\_ Applicant signature and property owner's signature, if different from applicant

\_\_\_\_\_ Any other information requested by the City deemed reasonably necessary in order to determine the nature of the Special Event and the extent of any Special Services required.

\_\_\_\_\_ The applicant shall sign a hold harmless agreement for the City for any accidents or damages caused by the event.

### **Events subject to City Council approval:**

1. Any event that serves alcohol.
2. Any event that expects over 200 people in attendance.
3. Any event that will include live or amplified music or sound
4. Any event that will extend after dusk.
5. Any event proposed in the same calendar year as two preceding events on the same property.