



SPECIAL EVENT APPLICATION

PERMIT# _____

EVENT INFORMATION

EVENT NAME: _____

EVENT LOCATION: _____

(If structures will be erected and/or street ROW used, please attach (3) drawings noting locations and dimensions.)

EVENT TYPE: Exhibition Protest Run/Walk Dance Festival Concert Party
(Check all that apply) Wedding Drama Parade Other _____

DATE OF EVENT: _____ HOURS: _____

PURPOSE OF EVENT: _____

EST. ATTENDANCE: Participants _____ Spectators _____ Volunteers/Personnel _____

CITY BUS. LICENSE #: _____ *(participating commercial vendors will also require a City license)*

PARKING PLANS: _____

(Please provide a drawing unless you are using an existing parking lot with sufficient stalls.)

FACILITIES TO BE USED: City Park Lake Sawyer Sidewalk Street Private Property
(If using private property, you must provide proof that you have permission unless you are the owner.)

CITY ASSISTANCE REQUIRED: Police Fire Public Works Other _____

Describe: _____

(Police and Fire services require a written agreement that must be submitted with the event application.)

INSURANCE COMPANY: _____

(Proof of Ins. required naming City of Black Diamond as co-insured if event is taking place on City property.)

FOOD TO BE SERVED: YES NO If yes, provide copy of Health Dept approval/license.

SOUND SYSTEM: YES NO

(If liquor and music are provided a Cabaret license may be required.)

SANITATION PLANS (Sani-cans, hand washing stations, etc): _____

PRODUCTS OR SERVICES TO BE SOLD: YES NO If yes, what? _____

ADMISSION FEE: YES NO If yes, how much? _____

HAS THE EVENT BEEN PREVIOUSLY PRODUCED? YES NO PREVIOUS DATE: _____

ANY CHANGES FROM PREVIOUS EVENT? YES NO If yes, list changes:

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APPLICANT INFORMATION

APPLICANT: _____ ORGANIZATION: _____

MAILING ADDRESS: _____

CONTACT PHONE: _____ FAX _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT _____ PHONE _____

SIGNATURE OF APPLICANT

DATE

Additional information or requirements may be requested. Please allow 3 – 4 weeks for processing.