



## City Special Event Request Form

### Event Information:

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

Name of Authorized Representative or Individual \_\_\_\_\_

Name of Organization \_\_\_\_\_

Profit     Non Profit    Insurance \_\_\_\_\_

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

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

Date(s) of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

### Type of Event (check all that apply):

Concert     Festival     Run/Walk     Sport Event     Fundraiser     Other \_\_\_\_\_

Anticipated number of attendees \_\_\_\_\_

### Location of Event (check all that apply):

Downtown \_\_\_\_\_     Park(s) \_\_\_\_\_     First Monday Grounds \_\_\_\_\_

Civic Center     Other \_\_\_\_\_

### Event Items (check all that apply):

Stage     Trash Can(s) \_\_\_\_\_     Barricades \_\_\_\_\_     Restrooms \_\_\_\_\_     Electricity \_\_\_\_\_

Trash Pick Up    Other \_\_\_\_\_

### Event Description/Details

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### Special Request

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Received on: \_\_\_\_\_ Approved By: \_\_\_\_\_

**For Internal Use Only**

**Parks** \_\_\_\_\_

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**Utility** \_\_\_\_\_

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**Police Department** \_\_\_\_\_

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**Fire Department** \_\_\_\_\_

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**Additional Notes**

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