

Special Event Permit Application Checklist

Event Name: _____

Date Initiated: _____

Date Check List Completed: _____

- Completed Special Event Permit Application
 - Event Information (page 2)
 - Organization Information (page 3)
 - Acknowledgement of Fees if required (page 3)
 - Overall Event Description (page 4-7)
 - Insurance Liability (page 8)
 - Copy of insurance
 - Affidavit of Applicant
 - Monthly Vending Report (page 25-27)
 - Host of Event responsible for submitting.

Plan

Event Committee Meeting Date: _____

City Commission Meeting / Hearing Date: _____