



## Special Event Application

This form requires a \$70.00 application fee for residents, and a \$100.00 application fee for non-residents.

Name of Applicant: \_\_\_\_\_

Name of Organization Hosting Event (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Date Form Submitted: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Do you live in Hutchins City Limits, or is your organization's location based in Hutchins City Limits? If so, please provide a copy of your water bill.

Yes

No

Describe the location you are wanting to hold your event, and provide a site plan.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many people are likely to attend? \_\_\_\_\_

The number of people will impact what provisions you must provide, if any.

Do you foresee any roads becoming congested or blocked? If so, you will need to provide a traffic safety plan.

- Yes
- No

Will you be selling admission tickets? If so, you will need to provide a security plan.

- Yes
- No

Will there be any vendor booths? If so, attach a list of all anticipated vendors.

- Yes
- No

Will any hot food be prepared at the event, including inside food trucks or under tents? If so, you will be required to obtain food permits and/or schedule a fire safety inspection. As a reminder, personal grills are not allowed in parks.

- Yes
- No

If 'yes' please describe:

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Do you plan to advertise your event?

- Yes
- No

If you checked 'yes,' briefly describe how you will do so below.

You are required to have all advertisements and notices approved by the City before your application is approved. Advertisements and signage must not contain the City logo, and must state that the event is "Not sponsored by the City of Hutchins."

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By signing below, I understand that I must complete all requirements set forth by the City in accordance with the Special Events Policy, and receive written approval BEFORE I start advertising the event. I agree to pay the application fee, and understand that I may be required to pay for provisions including, but not limited to: security, trash receptacles, traffic control devices, and additional permit fees as applicable.

Applicant Name (Printed): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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