|  |  |
| --- | --- |
| A close up of a sign  Description automatically generated | City of Dayton, Kentucky  514 Sixth Avenue, Dayton, Kentucky 41074  Phone (859) 491-1740 Fax: (859) 491-3538  Website: www.DaytonKY.com |

Special Event Application

|  |  |  |
| --- | --- | --- |
| I. APPLICANT INFORMATION | | |
| Name of Sponsoring Organization: | | |
| Contact Person Name & Phone #: | | |
| Contact Person Address: | | |
| Contact Person E-mail: | | |
| Name of Event: | | |
| Date(s) Requested: | | |
| Time(s) Requested: | | |
| Site Requested (provide details): | | |
| II. EVENT INFORMATION | | |
| **Will the event require full access from any areas not at the site (e.g., specific streets or alleys that must remain open)? If so, give full details and requirements.** |  | |
| **If a roadblock is required, do you agree to have persons working on the roadblock be 18 years of age and wear vest as required under regulation?** |  | |
| **Will the sale of alcoholic beverages be part of the event? If so, please produce a copy of the license with this application and proper alcohol liability insurance.** |  | |
| **Has liability insurance been obtained? Please produce a copy of this insurance with this application.** |  | |
| **Have arrangements been made for security at the site?** |  | |
| **Describe the arrangements made for clean-up after the event?** |  | |
| III. SIGNATURE & ACKNOWLEDGEMENTS: ZIP Code: | | |
| By signing this agreement, the Sponsoring Organization acknowledges and agrees to the following:  (1) The Sponsoring Organization agrees to hold City of Dayton and Police, their officers and employees, harmless from all costs, charges, fees, claims, damages, suits or liabilities arising from or relating to the Sponsoring Organization’s activity as applied, arising out of, or related to this Special Event Application;  (2) Police protection is provided only in the form of normal patrols in the area. Any additional security or protection must be provided for by the Sponsoring Organization; and  (3) The City of Dayton does not provide the service of Public Works for trash pick-up/clean up for events held by any independent organization.  **Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **APPROVALS – WHERE APPLICABLE** | | |
| **City Council** – (date approved) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Park Board** – (date approved) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Mayor** - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **City Administrator** - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Liquor Administrator** - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |