

Special Event Application

Name of Sponsoring Group _____

Contact Person _____

Address _____

Phone _____

Name/Title of Event _____

Requested Date _____

Time of event _____

Site Requested _____

(If a City Park, specify which one, if a particular street/neighborhood, please specify streets affected)

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 this is a roadblock, are all parties aware of the regulations requiring persons be over 18 years of age and that vests must be worn at all times? _____

Will the sale of alcoholic beverages be part of the event? _____

Have licenses been obtained and under what name? _____

If the sale of alcoholic beverages is part of the event, proper alcohol liability insurance must be obtained and proof submitted with the application. _____

If necessary, has the proper liability insurance been obtained? Proof must be submitted with the application. _____

If necessary, have arrangements been made for security at the site? ** _____

If necessary, have arrangements been made for clean-up after the event? * _____

* The City of Dayton does not provide the services of Public Works for trash pick-up/clean up for events held by any independent organization.

** 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.

Approvals – where applicable

City Council – (date approved) _____

Park Board – (date approved) _____

Mayor - _____

City Administrator - _____

Liquor Administrator - _____