



City of Henderson Special Event Permit Application

*Submit application to City
Manager's Office a minimum
of 90 days prior to Event*

APPLICANT INFORMATION

Applicant Name: (Primary Contact)							
Address:				Email Address:			
City:				St :		Zip Code:	
Phone: Please list the Primary Contact's phone numbers.		Day:				Cell :	
		Night:				Fax:	
Sponsor Name: (Organization)							
Address:							
City:				St :		Zip Code:	
Please attach a list of the name, address, and telephone numbers of the sponsoring organization's authorized representatives.							
Event Coordinator: (If different than applicant)							
Address:				Email Address:			
City:				St :		Zip Code:	
Phone: Please list the Event Coordinator's phone numbers.		Day:				Cell :	
		Night:				Fax:	

EVENT INFORMATION

Event Name:				
Event Location:		If City Park, indicate which park by name.		
Event Type:	Festival/Event Walk/Run/Bike Other	Entertainment Block Party	Parade Games/Rides	Rally/Demonstration Competition/Tournament
Event Description: Give brief description of the event below:				

Event Name:	Dates: _____ to _____
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EVENT INFORMATION	(CONTINUED)
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Event Duration: <small>Dates the event will be in operation.</small>	Starting Date:	Day of Week: Drop-down list	Ending Date:	Day of Week: Drop-down list
Hours of Operation <small>If event lasts more than 3 days please submit additional hours of operation.</small>				
			Start	End
Total Attendance:		Day 1:	:	:
Peak Attendance:		Day 2:	:	:
		Day 3:	:	:

Site Preparation: This is the time it will take to prepare the site. It is presumed that streets &/or sidewalks must be closed in order to prepare the site. If same time as event enter starting date and time of event.	Starting Date	Time	:	
Dismantling & Cleanup: This is the time it will take to dismantle & clean up the event site. It is presumed that streets &/or sidewalks must be closed in order to dismantle & clean up the site. If same time as event enter ending date and time of event.	Ending Date	Time	:	

Event Features: Check all the needs, services or features that will be part of the event.

- | | | |
|---------------------------|--------------------------|------------------------------|
| Fireworks Display | Carnival Rides | Street Closing(s) |
| Emergency Medical Service | Tent(s) * | Cleaning |
| Security | Shelters | Temporary Electrical Service |
| Restroom Facilities | Amplified Sound, Band ** | Vendors |

Other:

* *Tent/Temporary Structure Requires Utility Locator (Call 811)*

** *Requires Noise Variance*

Will an admission/entry fee be charged: Yes No If Yes, how much: \$

Is the Event: Charitable Proof of 501c3 non-profit status must be submitted with the Application.

RAIN / CANCELLATION POLICY

Is there a rain policy for your event? If yes, please give a brief description:	Yes	No

Event Name:

Dates:

to

SECURITY, SAFETY AND SITE PLAN

It is the responsibility of an event coordinator to provide adequate security for an event, and to ensure that an adequate number of security personnel are present to manage the expected size of the event's crowd. Security must include proper crowd control. Depending on the size and nature of your event, it may be necessary to provide emergency medical services for the event patrons.

Please attach a detailed Security & Safety Plan: Including the number of private security personnel, the name of organization providing security personnel and types of security being provided i.e., gate, stage, money handling, etc., emergency medical assistance provider and contact information, if applicable.

Please attach a Proposed Site Plan to this application. This is applicable for both fixed venues and moving events and should include a site map and additional written descriptions as needed.

Indicate exact number and placement of the following features, as applicable, along with the name and contact information of the provider:

- Gate(s) / Official Entrance(s)
- Restroom Facilities &/or Portable Toilets
- Stage(s) or Other Performance Areas
- Dumpsters & Trash Containers
- Sign / Barrier Placement
- Electrical Service
- Vendor Booths and Type(s)
- Event Production Tent(s) / Trailers
- Command / Communication Center
- Fencing
- Picnic Tables
- Street Barricades
- Security / Emergency Medical Facility
- Tent(s) &/or Other Temporary Structures
- Event Headquarters
- Money Rooms

If your event involves road closure, a parade, other procession, or more than one location, please attach a **Route and Traffic Plan**, including the proposed route, street closures and proposed barricade locations, if applicable.

CLEAN-UP PLANS & PROCEDURES

Any event coordinator holding an event on a City street or any business or residential right-of-way is responsible for clean-up and removal of debris from affected property.

Please attach a detailed Clean-up Plan: Including name(s) and contact information, including cell phone number(s) of individuals and group(s) responsible for cleaning during and after the event.

REQUIRED DOCUMENTATION

Submitted

Proof of 501c3 non-profit status, if applicable, must be submitted with the Application

Proof of Occupational License, if required, must be submitted with the Application

Certificate of Insurance* with the City of Henderson named as additional insured
(*minimum comprehensive liability insurance of \$1,000,000)

Event Name:

Dates: to

REQUIRED SIGNATURE

Hold Harmless Clause: Applicant/Event Coordinator shall save and hold the City of Henderson harmless from and against all liability, claims and demands on account of personal injuries (including without limitation to the foregoing workers' compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be caused, by the negligence of the permit holder or the City of Henderson; or by any agents or employees of any of the foregoing; or by accident; or otherwise.

The undersigned agrees to the terms of the agreement as outlined by the City of Henderson.

The applicant ensures compliance with the following:

1. The observance of all applicable laws and ordinances;
2. Any stipulations or restrictions of the permit;
3. The applicant assumes any and all liabilities that may arise by the street closing and the related activity;
4. Barricades must be removed immediately after any event is over to ensure that City streets and right-of-ways are re-opened as soon as possible;
5. No person shall possess or have on his person any alcoholic beverages in any public areas in the community.

Permit applied for and all terms and stipulations agreed to by:

Signature of the agent duly authorized by the event application to bind it

Date

For City Manager's Office Use Only

Department Transmittal:

Received By: _____ Org. List Security, Safety & Site Plan Parks Police Public Works Gas

Date: _____ Clean-up Plan 501c3 Occ. Lic. Ins. Cert. Finance HART Fire HR Codes

**PER ARTICLE III, CHAPTER 17, SECTION 39 OF THE CITY OF
HENDERSON, KENTUCKY CODE OF ORDINANCES**

The herein named permittee subject to the laws, and regulations of the City of Henderson

is not authorized to engage in the special event as herein defined.

is authorized to engage in the special event as herein defined.

Date

City Manager

This permit does not constitute a vested right and may be revoked at any time pursuant to law.