

City of Bellevue
Special Event Permit Application

616 Poplar Street
Bellevue, Kentucky 41073
Phone: (859) 431-8866 FAX: (859) 261-8387

APPLICANT INFORMATION

Sponsor/ Event Producer: _____

Contact Person: _____

Phone: _____ Email: _____

Street Address: _____

EVENT DETAILS

Name or Title of the event: _____

Date of Event: _____ Time: _____

Location of Event (public park, school, on-street parking lot/paved surfaced area, etc.): _____

Description of Event: _____

Street Closure required: YES ___ NO ___ Anticipated # of attendees: _____

ADDITIONAL INFORMATION NEEDED

Please attach the following information if it pertains to your event.

- Copy of Certificate of Insurance (COI).
- Illustrative drawing or plan location of all vendors, exhibitors, music performance area, equipment or fireworks/pyrotechnics within the Designated Event Area. If parade, must include route of parade.
- Non-profit or Charitable organization paperwork Tax ID #.
- List of Vendors/ Concessions sold at event including non-food & beverage items.

- If there will be music during the event and if it will be electronically amplified.
- Fireworks or pyrotechnics provider along with copy of designated area (must follow city ordinance).

SIGNATURE & ACKNOWLEDGEMENT

Licensee of this permit and undersigned do hereby certify that the information and statements given on this application, specification and any attached documents are the best of their knowledge, true and correct; and

Licensee of this permit hereby agrees that it will indemnify and hold the city of Bellevue, its officers, employees and agents harmless from any and all claims of damage to person(s) or property which may result from the activities permitted hereunder, and shall, if requested, furnish corporate surety or proof of insurance for such indemnity and in such manner and amount as may be deemed requisite.

It is understood that for reasons of safety or traffic flow, any law enforcement officer may move licensee or his/her agent from specified location. Permit applied for and all terms and stipulations agreed to by:

Sponsor/ Event Producer: _____

Title: _____ **Date:** _____

Disclaimer: If a Special Event and City-hosted event take place within the same time frame, City-hosted events are prioritized and may lead to the denial of a Special Event Permit Application.

DO NOT WRITE BELOW THIS LINE [OFFICE USE ONLY]

Application Fee: _____ Zoning District: _____ Historic COA (if applicable): _____

Property Type: Private: _____ Public: _____ Public Right-of-Way: _____

Approved: _____ Conditions of Approval: _____ Denied: _____

Fire Department *(Required)* _____ Date _____

Police Department *(Required)* _____ Date _____

Designated City Official *(Required)* _____ Date _____

Request to Council *(when required)*: Approval: _____ Denial: _____ Date: _____