



5409 MADISON PIKE, INDEPENDENCE, KY 41051
SPECIAL EVENT PERMIT APPLICATION

Date _____

Name of Applicant (individual or organization)

Address: _____

City: _____ State: _____ ZIP: _____

Telephone Number: _____

Chairperson or contact person for this event:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone number(s): _____

Dates and hours of Special Event:

Dates: _____ Hours: _____

Type of Event (i.e. – parade, race, carnival, etc.) _____

What will the event be known as?

Place of Event: _____

What area (s) are to be utilized by the Special Event?

Sidewalks Streets Bridges Parking Lots Parks Other

Please describe:

Will it be necessary to close off any streets? Yes No

If yes, what streets are you requesting to be closed?

Will it be necessary to restrict parking? Yes No

If yes, within what boundaries?

Will the street closure affect public transportation, such as TANK? Yes No

If yes, please specify:

Total attendance expected for this event: _____

Name of Company or Agent from which liability insurance will be purchased:

Request Liability Insurance be: _____ Waived _____ Reduced to: _____

Reason for request:

What type of activities will be conducted at the Special Event? (Check all that apply)

_____ Arts & Crafts

_____ Food/Drink Concessions

_____ Music – Specify type _____

_____ Show (s)/ Performance (s)

_____ Carnival Rides

_____ Tents*

_____ Animals on premises (some restrictions may apply)

_____ Games/ Booths* Specify: _____

_____ Other – Specify: _____

_____ Alcoholic Beverages Sold ** – Specify: _____

*Tents – per Kentucky Building Code – 3104 and Kentucky Fire Code – 2000, a permit from the Building Inspector is required and a certificate showing that the tent material has been made fire resistant must be submitted.

** Applicant will be required to present a letter, signed by the local ABC Administrator to the State when applying for a license.

In conjunction with all special event permits, the City of Independence finds that the additional costs of police protection, cleanup of the area, and other associated expenses are such that the City budget cannot be used. After the event, the City will submit a report of the costs associated with your special event permit and the sponsors will be required to reimburse the City for those costs.

Bill

to: _____
