

Event Information:

Event Name:

Event Date:

Event Address/Location:

Expected Attendance:

Contact Information:

Name:

Contact phone:

Cell phone:

Email address:

Applicant Signature:

Site Plan: (required with application)

Please use this space to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

Note: Weather conditions leading up to your event may impact ground conditions. In order to mitigate any damages to turf and equipment, event organizers may be asked to refrain from parking vehicles or placing heavy equipment on any fields or grass. As such, Event Organizers may be required to provide an Inclement Weather Site Map.

If applicable the following must be included:

- Location of food vendors (FV)
- Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- Location of all temporary (TS) and permanent structures (PS)
- Location of on-site vehicles (VH)
- Location of on/off site parking (P)
- Location of toilets (T)
- Location of hand washing sinks (HWS)
- Location of Vendors (V)
- Location of First Aid (+)
- Location and number of barricades (B)
- Location of fire lane (FL)
- Location of fire extinguishers (FE)
- Emergency Vehicle Access Point (E)
- Public entrances and exits (PE)
- Location of sound stages and amplified sound (SS)
- Location of residential streets surrounding event, showing how vehicles will access to/from the site (RS)
- Indicate North direction

For Internal Use Only: (Section for Staff to complete)

Date Received: _____ Permit Number: _____

Approved By: _____ Staff Signature: _____

Copy of Documents on File: Festival & Event Application Contract(s)