



Date Received:	_____
Time Received:	_____
Received by:	_____

SPECIAL EVENT PERMIT APPLICATION

- Individual
- Organization

Applicant/Contact Name: _____

Organization Name: _____

Non-Profit status: Yes No If yes, Type of Non-Profit _____ Federal ID #: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____ Website (if applicable): _____

Alternate contact person if an emergency arises and the applicant is unavailable:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone: _____ Cell Phone: _____ Work Phone: _____

Park/Facility Requested: _____

Specific Area of Use: _____

Name of Event: _____ Event Date(s): _____

Event Times

Set-up time: _____ AM/PM to _____ AM/PM

Actual event time: _____ AM/PM to _____ AM/PM

Take down/Clean-up: _____ AM/PM to _____ AM/PM

Set-up, event, and closure must be scheduled for consecutive hours

All requests require a minimum of 60 calendar days prior to the event, and no more than eighteen (18) months in advance of the event date. This application is made according to rules set forth in the Brentwood Municipal Code ("BMC") Section 7.02.020, regarding Special Event Permits.

Please check all that are applicable to your Special Event:

- | | | |
|---|---|--|
| <input type="checkbox"/> Arts/Crafts/Safety Faire | <input type="checkbox"/> Concert | <input type="checkbox"/> Park Festival |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Egg Hunt | <input type="checkbox"/> Parking Lot Sales |
| <input type="checkbox"/> Business/Health Faire | <input type="checkbox"/> Filming | <input type="checkbox"/> Protest/Rally/Demonstration |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Pyrotechnics/Fireworks |
| <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Movies in the Park | <input type="checkbox"/> Race/Run/Marathon |
| <input type="checkbox"/> Certified Farmers Market | <input type="checkbox"/> Outdoor Retail Sales | <input type="checkbox"/> Street Festival |
| <input type="checkbox"/> Clothing/Food Giveaway | <input type="checkbox"/> Parade/Procession | <input type="checkbox"/> Walk-A-Thon |

Other: _____ Estimated number of participants per day _____ Total _____

1. Will this Special Event require a street closure? Yes No
(If yes, provide map and/or list of street(s) to be closed)

2. Check all applicable items:

- | | | |
|--|---|--|
| <input type="checkbox"/> Alcohol to be Sold
<input type="checkbox"/> Beer/Wine <input type="checkbox"/> Hard Liquor | <input type="checkbox"/> Fireworks/Pyrotechnics
<input type="checkbox"/> Food to be Given Away | <input type="checkbox"/> Portable Stage
<input type="checkbox"/> Portable Toilets |
| <input type="checkbox"/> Alcohol to be Given Away
<input type="checkbox"/> Beer/Wine <input type="checkbox"/> Hard Liquor | <input type="checkbox"/> Food to be Sold
<input type="checkbox"/> Garbage Removal | <input type="checkbox"/> Private Event
<input type="checkbox"/> Recycling Receptacles |
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Jump/Bounce Houses | <input type="checkbox"/> Rides/Amusements |
| <input type="checkbox"/> Animals (incl. rides, petting zoos, etc.) | <input type="checkbox"/> Mobile Medical Service Vehicles | <input type="checkbox"/> Security |
| <input type="checkbox"/> Comfort Stations (Water/First Aid) | <input type="checkbox"/> Music <input type="checkbox"/> DJ <input type="checkbox"/> Live Bands | <input type="checkbox"/> Tents |
| <input type="checkbox"/> Cones and/or Delineators | <input type="checkbox"/> Free Admission | <input type="checkbox"/> Tickets to be Sold for Entry |
| <input type="checkbox"/> Craft Booths | <input type="checkbox"/> Open to Public | <input type="checkbox"/> Vendor Booths |
| <input type="checkbox"/> Electric Generators | <input type="checkbox"/> Parade | |
| <input type="checkbox"/> Electrical Power Sources | <input type="checkbox"/> Portable Bleachers | |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Portable Fencing | |
| <input type="checkbox"/> Extra Parking Lots | <input type="checkbox"/> Portable Lights | |

3. Are there any other items associated with this event that should be brought to the attention of the City to evaluate this application? (If desired, attach a short narrative about your event.)

The City reserves the right to reject or deny any application for an event that it determines to be inappropriate for the proposed location or neighborhood, unsafe or otherwise incompatible with the surrounding community. Appeal Process: If your Special Event application is rejected or denied, or if you object to a Condition of Approval, a request for review may be submitted in writing to the City Manager or designee within 10 (ten) days of notification of denial pursuant to BMC 7.02.020.

By submitting this application, the Applicant understands that the City shall review the application under the procedures set forth in the Special Event Permit section of the BMC. If the City approves the application, the Permit shall be sent to the Applicant for signature. Pursuant to BMC Section 7.02.020, the Permit shall not be effective until signed by both the Applicant and the City.

I, as an official representative of the organization and/or event identified with this application, and whose name appears on this application as the contact for said event, am authorized to sign this application and agree to its conditions. By signing below, I further verify that the information contained in this application is true and accurate to the best of my knowledge.

I hereby certify that I shall be responsible on behalf of my organization for damage sustained or cost incurred by the City of Brentwood because of occupancy of said premises by myself or my organization. I have read and received all the Rules and Regulations for use of the facility and agree to abide by them.

I also agree to hold the City of Brentwood and its employees; the individual members thereof, agents, and employees free and harmless from any damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy.

Applicant Signature

Date

Printed Name