



Special Event Permit Application

Please complete this application by entering the information and clicking the Submit by Email button at the top right of this page. In the alternative, after the information is entered, the application can be printed by clicking the Print Form button at the top right of this page and submitting to:

City of Florence
ATTN: Office of the Mayor
8100 Ewing Boulevard
Florence, KY 41042
Fax: (859) 647-5411

Summary of Event

Event Title: _____ Date(s) of Event: _____
Event Location: _____
Event Description: _____
Anticipated Total Attendance: _____ Anticipated Per Day Attendance: _____

Event Organizer Information

Organizing Agency: _____ Web Address: _____
Agency Contact: _____ Email Address: _____
On-Site Contact: _____ On-Site Phone: _____
Billing Contact: _____ Billing Phone: _____
Billing Address: _____
Agency Status: [] Profit [] Non-Profit [] Fundraiser? / What cause: _____

Site Plan

Event Set-up: Date: _____ Day of Week: _____ Time: _____
Event Opens: Date: _____ Day of Week: _____ Time: _____
Daily Event Times: _____
Event Closes: Date: _____ Day of Week: _____ Time: _____
Event Dismantle: Date: _____ Day of Week: _____ Time: _____

Secondary Permit Requirements

Note: A special event permit does not negate the additional requirements of obtaining proper zoning, alcohol, tent, or other applicable permits. Please review "Special Event Policy Instructions" for additional details.

Yes [] No [] Is this an open air event? [] Public Property [] Private Property [] Parking Lot
Yes [] No [] Alcohol or beer on-site? [] Alcohol Sales [] Beer Sales [] Free Beverages

Yes No Concessionaires on-site? Number of food vendors: _____ Number of item vendors: _____
Yes No Food preparation on-site? Charcoal Electric Gas
Yes No Tents or stages on-site? If yes, what sizes: _____
Yes No Other structures on-site? If yes, please explain: _____
Yes No Using a city park? Name and location: _____

Security, Medical, Traffic, and Parking Plans

Yes No Security or police on-site? Agency and Phone: _____

If yes, please describe or provide an attachment of your plan: _____

Yes No Medical first-aid on-site? Agency and Phone: _____

If yes, please describe or provide an attachment of your plan: _____

Yes No Is there parking available? Please describe or provide an attachment of your plan: _____

Yes No Using a shuttle service? If yes, please describe or provide an attachment of your plan: _____

Other Related Activities and Information

Yes No Entertainment on-site? Live music Recorded music Dancing Inflatables
 Fireworks Mechanical rides Other (specify): _____

Yes No Sound amplification? Set-up time: _____ Start time: _____ Finish time: _____

Yes No Portable Restrooms? Agency and Phone: _____

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____

Yes No Have you presented your event concept to the affected residents, businesses, churches, and schools?

If yes, please attach a complete list of these entities. If no, please explain: _____

Yes No Do you have a sample of the notice that you propose to distribute **two weeks prior to your event**?

If yes, please attach in an electronic format. If no, please explain: _____

Yes No Other information? _____

Insurance Information

Organizations holding a special event shall provide the City of Florence a current certificate of insurance complying with specified insurance coverage and limits as prescribed by the city. The City of Florence shall be listed as an **additional insured** on the certificate. The insurance company shall have a minimum "A" rating to be acceptable. Liability limits: \$1,000,000 for general and liquor liability, if applicable.

Yes No Certificate of Insurance? Agency and Phone: _____

If yes, submit certificate. If no, please explain: _____

Hold Harmless Agreement and Applicant Affidavit

To the fullest extent permitted by law, _____ (Name of Organizing Agency) hereby agrees to defend, pay on behalf of, and hold harmless the City of Florence against any and all claims, demands, suits, losses, including costs connected therewith, for any damage which may be asserted, claimed, or recovered against or from the City of Florence, its elected and appointed officials, employees, volunteers, agents, or all others working on behalf of the City of Florence, by reason of personal injury, including bodily injury and death, and/or property damage or intended wrongful act, including loss of use thereof, which arose out of the alleged negligence of _____ (Name of Organizing Agency) and/or in any way connected or associated with the event(s) known as _____ (Name of Event) which is being sponsored by _____ (Name of Organizing Agency).

Applicant declares all information submitted on this application is true and accurate. An application approval does not imply city sponsorship. Review the instructions for further information in reference to special events. Applicant will immediately notify the City of Florence of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. On behalf of the organizing agency, and all members thereof, applicant agrees to abide by all policies, procedures, and instructions set forth or provided by the City of Florence, its staff, officers, and designated agents, and will comply with all local, state, and federal laws or regulations. I further certify that I, on behalf of the organizing agency, am also authorized to commit that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Florence.

Print Name: _____ Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Date Received: _____

Department Comments:

The above special event is: Approved Denied

Fire: _____

Approved by: _____

Police: _____

Date: _____

Public Services: _____

Other Notes: