



EVENT APPLICATION/PERMIT

This form must be filed with the City at least thirty (30) days in advance of the event. The City will review the application in accordance with the permitting process outlined in the City Code, Chapter 18. Attach additional sheets, maps, etc. if necessary. For events which include overnight camping a separate addendum must be included with the event application.

Date: _____

Permit Fee: \$15.00

Event: _____

Sponsoring entity: _____

Address: _____

Maximum estimated number of persons expected to attend at any one time: _____

Event coordinator(s): _____

Contact Info: _____ Phone # _____
E-mail _____

Primary contacts (during event):

Name: _____ Name _____
Cell#: _____ Cell# _____
E-mail: _____ E-mail: _____

Event Start: Day/Date _____ Time: _____

Event End: Day/Date _____ Time: _____

Setup: Day/Date _____ Start time: _____ End Time: _____

Teardown: Day/Date _____ Start time: _____ End Time: _____

1. Type and description of the event and a list of all activities to take place at the event.

2. Proposed location of event, including a site plan or diagram of the proposed area to be used showing the location of any barricades, perimeter/security fencing, fire extinguishers, safety or first aid stations, entertainment, stages, restrooms or portable toilets, parking areas, ingress and egress routes, signs, special lighting, trash containers and any other items related to the event.

3. Will outside drinking water or waste collection systems be supplied? ____ Yes; ____ No
If yes, supply public health plans, including the number of toilet facilities that will be available.

4. Will the event be providing: fire prevention, emergency medical service, security and severe weather shelter. ____ Yes; ____ No
If yes, provide the written plans.

5. Will organizers allow outside food wagon/vendors at the event? ____ Yes; ____ No
If yes, all food wagons/vendors must complete a Food Wagon/Vendor Permit and submit payment.

6. Will camping or temporary overnight lodging be included for the event? (allowed only at Cedar Creek Park and Winnebago Sports Complex): ____ Yes; ____ No
If yes, event coordinator must complete temporary overnight camping permit and submit payment.

7. Will the event be using any sound amplification, public address system or will there be any live performances of any music or musical instruments? ____ Yes; ____ No
If yes, please describe: _____

8. Will the event restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns? ____ Yes; ____ No
If yes, provide a detailed description of all public rights of way and private streets for which the applicant requests the city to restrict or alter traffic flow. (Please attach a detailed map).

9. Will you be providing shuttle service? ____ Yes; ____ No
If yes, provide offsite parking locations, shuttle routes, types of vehicles that will be used for shuttling passengers, hours of operation and frequency of shuttle service.

I affirm that I am authorized to execute this application on behalf of the applicant and that the statements contained therein are true and correct to the best of my knowledge. If the special event requires special services provided by the City of Fairmont, the applicant agrees to indemnify, defend and hold the City of Fairmont, its officials, employees, and agents harmless from any claim that arises in whole or in part out of the special event, except any claims arising solely out of the negligent acts or omissions of the City of Fairmont, its officials, employees and agents. The applicant agrees to pay all fees and meet all City Code requirements.

Signature _____ Title _____ Date _____

If you would like your event published on the City's website/Community Calendar, please indicate: ____ Yes; ____ No

Office Use Only			
\$15.00 Fee Paid	Date: ____ Yes; ____ No	Received by:	
Requires Council Approval		Council Meeting Date:	Action:
City Administrator Approval	Yes	No	Date

Permit distribution:

- ____ City
- ____ Applicant
- ____ Police
- ____ Parks/Streets
- ____ Other