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

<table>
<thead>
<tr>
<th>Office Use Only</th>
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<tbody>
<tr>
<td><strong>$15.00 Fee Paid</strong></td>
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<tr>
<td>Requires Council Approval</td>
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<tr>
<td>City Administrator Approval</td>
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<td>Permit distribution:</td>
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<tr>
<td>_____ City</td>
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<tr>
<td>_____ Applicant</td>
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<td>_____ Police</td>
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<td>_____ Parks/Streets</td>
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<td>_____ Other</td>
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