

**CITY OF MADISONVILLE  
SPECIAL EVENT PERMIT**

Date Application Submitted: \_\_\_\_\_

**APPLICANT INFORMATION** (Sponsoring Organization)

Organization: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Open and closing times of the Event: \_\_\_\_\_

Description of Event: Please be detailed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested set up and take down date and time: \_\_\_\_\_

Location of the Event:

Provide a detailed description and attach a drawing of the event location layout including the placement of booths, jump houses, etc. and any request of a street closing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSURANCE**

Please attach a copy of your liability or event insurance. The level of insurance will be commensurate with the size of the event, to be determined by the City. If rides are involved, a ride safety certificate is required. If a third party provides the rides, their liability insurance must be attached.

**SECURITY**

Applicant is required to submit a signed security contract providing for the required number of security personnel. Payment will be made directly to the security personnel immediately following the event or when invoices are submitted by the security. Any special event that expects to have 500 attendees shall be required to provide two (2) licensed security persons and one (1) additional licensed security person per thousand after one thousand attendees.

**CLEANUP**

Permit holders are responsible for cleanup of all debris connected with their activities including but not limited to: booths, tents, electrical cords, portable toilets, and trash. Failure to comply and properly cleanup will be documented and could result in immediate denial of future application request.

**DAMAGE**

Permit holders are financially responsible for any damages connected with their activities on the request public property including but not limited to: damage to utilities, structures, ruts or tracks on the grounds, and physical damage to streets. Any damage assessed by the City will require the permit holder to abate such damage. Failure to do so could result in immediate denial of future application requests and fines. All booth spaces should only be marked by adhesive tape that is removed from the city property. No paint, chalk paint or other markings can be used. Failure to properly mark booth spaces will result in future denial of applications or a fine.

**END TIME**

Permit holders are responsible for ensuring streets are clear and all event structures are removed from streets by the "end time" stated in the permit application. Failure to comply and properly clear streets will be documented and could result in immediate denial of future application requests.

By signing this document you agree that all of the information listed in this application is true and correct. You also agree that any deviation from the information listed on this application will result in an immediate revocation of the permit.

By signing this document you agree to indemnify and hold harmless the city, its officers, employees, agents and representatives against all claims and liability in causes of action resulting from injury or damage to persons or property arising out of the special event.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The completed application and required documentation must be submitted to City Hall no later than 30 days before the date of the event. Failure to submit the application in a timely manner will result in an automatic denial of the application.

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**FOR CITY HALL USE ONLY**

Permit Approved

Permit Denied

\_\_\_\_\_  
Director of Tourism

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

Reason for denial: \_\_\_\_\_