

**CITY OF OLD TOWN**  
SPECIAL EVENT PERMIT FOR CITY PROPERTY

**\*\*\*MINOR EVENT (LESS THAN 100 PEOPLE) APPLICATION\*\*\***

Date: \_\_\_ / \_\_\_ / \_\_\_

Name of Organization or Individual \_\_\_\_\_

If an Organization, is it profit or non-profit? \_\_\_\_\_

Contact Person in charge of activity \_\_\_\_\_

Address \_\_\_\_\_ Tele: \_\_\_\_\_

Date(s) of planned activity \_\_\_\_\_

Type of activity \_\_\_\_\_

Location \_\_\_\_\_

Space to be used \_\_\_\_\_

Date(s) and time(s) of set up \_\_\_\_\_

Estimated peak crowd \_\_\_\_\_

Municipal services requested \_\_\_\_\_

The following conditions must apply:

- 1) All music, singing and noise must be directed to the individuals assembled for the event and may **not** be broadcasted generally so as to constitute a nuisance.
- 2) The event is limited to commence and end at times specified in the application.
- 3) The Organization or Individual that permit is issued to will be responsible for policing the grounds and provide litter control. Littering would be a violation of Chapter 12, Section 12-20 of the City's Code of Ordinances and may be punishable by a fine of one hundred (\$100) dollars.
- 4) A fee of \$25.00 (per 4 hours) will be paid prior to issuance of the Minor Event Permit.

**IMPORTANT MINOR EVENT QUESTIONS:**

1. Does the applicant have insurance for this event? \_\_\_\_yes; \_\_\_\_no
  - a. Has the insurance policy been provided to the Town? \_\_\_\_yes; \_\_\_\_no
2. Has the applicant met with the City Clerk & Public Works Director to address clean-up? \_\_\_\_yes; \_\_\_\_no

Explain:

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

**CITY OF OLD TOWN**  
SPECIAL EVENT PERMIT FOR CITY PROPERTY

\*\*\*MINOR EVENT (LESS THAN 100 PEOPLE) APPLICATION\*\*\*

(Page 2 of 2)

I understand and agree to the following:

- I have received and read a copy of the Special Events Permit Ordinance of the City of Old Town. I understand a permit is required before operating or conducting any activity on property owned by the City of Old Town.
- As applicant, I have the authority from the sponsoring group or business to apply for this license from the City of Old Town.
- Both owner and applicant are responsible for supplying accurate and true information.

The City of Old Town and its representatives hereby finds that:

1. The proposed Special Event is consistent with the goal of promoting the use of City property for recreational, entertainment or charitable events; and
2. That the proposed Special Event can be conducted in the location proposed without endangering the public safety or disturbing the peace and order of the City of Old Town; subject to the attached list of conditions:  
(See attached – if applicable)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(City Clerk)

**Note:** This application does not pertain to permits that require inspections & Council approval or permits issued under Chapter 10, Sections 1-16, titled Licenses, Permits, and Business Regulations.

Office Use Only:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Reason(s): \_\_\_\_\_

Permit fee: \_\_\_\_\_ Date paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Approved by:

\_\_\_\_\_, Old Town City Clerk