



TEMPORARY COMMUNITY EVENT APPLICATION

Property Owner/ Organization _____

Address _____ City _____ Zip Code _____

Contact Person _____ Phone # _____

E-Mail _____ Secondary Phone # _____

Name of Event _____

Temporary Event Location _____ City _____

Facility Size :

Acres _____ or Square Feet _____

Description of Event:

Flea Market _____ Public Exhibition _____ Auction _____ Supper for fund-raising _____

Carnival _____ Circus _____ Picnic _____ Air Show _____ Other _____

If other is checked above, describe the type of event _____

Date(s) and Time(s) the event will take place _____

Estimated attendance _____

Use (Non-Residential)

Amusement _____ Church _____ Education _____ Industrial _____ Parking _____ Utility _____

Hospital _____ Office _____ Store _____ Other _____

If other, describe _____

It is the applicant's responsibility to provide for the protection of the safety, health, property, and general welfare of those attending and participating in the special event. Applicant's shall ensure that their guests, vendors, concessionaires, and exhibitors shall not park or drive vehicles on neighboring properties without permission. Applicant shall keep sidewalks, roadways and other public or private spaces adjoining and adjacent to the location clean and free from paper, refuse of any kind.

Parking

Number of cars expected _____

Parking Area(s) Provided _____

Emergency Access

Road Access

Sanitary Facilities

Refuse Collection

Noise Control

Will you have amplified music or sound at the event? Yes _____ No _____

If yes, describe: _____

Clean-Up After Event

Breakdown Hours: _____

Location of Improvements

Submit a plot plan of the boundary of the property, to scale, showing the following improvements:

- a. Location of all existing and proposed structures and buildings
- b. On-lot septic systems, tanks, drain fields and wells
- c. All public and private roads that border the property including driveways, parking/loading areas, etc.
- d. All streams, ponds, etc.
- e. Any easements or right of ways
- f. A traffic pattern for ingress and egress to the event

A large grid for drawing a plot plan. The grid consists of 20 columns and 20 rows of squares, providing a scale for the property boundary and improvements.

Signature _____ Date _____