



SPECIAL EVENT PERMIT APPLICATION

Name of Event: _____
 Address: _____

Today's Date: _____
 Event Date Requested: _____
 Event Times: _____

Event Contact: _____
 Contact Phone: _____
 Contact Email: _____

Will proceeds of event benefit a charitable cause that provides service to Cortland residents? YES NO

If yes, name the charitable causes: _____

Non-profit Tax ID: _____

APPLICATION MUST BE FILED WITH APPLICATION FEE AT LEAST TWO (2) WEEKS BEFORE FUNCTION AND ONE (1) WEEK PRIOR TO COMMON COUNCIL MEETING TO ALLOW TIME FOR APPROVAL.

IF APPROVED, YOUR PERMIT WILL BE MAILED TO YOU.

Event Information

TYPE OF EVENT (walkathon, street fair, festival, etc.): _____

EVENT LAYOUT: If the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth.

If parade, walkathon, or run: Start Location _____ End Location _____

DATE DAY 1:				DATE DAY 2:			
<input type="checkbox"/>	Street Closure	Start Time _____	End Time _____	<input type="checkbox"/>	Street Closure	Start Time _____	End Time _____
	Street:				Street:		
<input type="checkbox"/>	Lot Closure	Start Time _____	End Time _____	<input type="checkbox"/>	Lot Closure	Start Time _____	End Time _____
	Lot:				Lot:		
<input type="checkbox"/>	Amplified Music	Start Time _____	End Time _____	<input type="checkbox"/>	Amplified Music	Start Time _____	End Time _____

Expected # of participants _____ **# of spectators** _____ **# of vehicles** _____

Hotels: Is this event expected to generate area overnight stays? YES NO

If so, estimated # of rooms: _____

Event Components

<p>Location/ Safety</p> <input type="checkbox"/> City park use <input type="checkbox"/> City streets blocked <input type="checkbox"/> City sidewalks blocked <input type="checkbox"/> City parking lots closed <input type="checkbox"/> City barricades <input type="checkbox"/> City cones <input type="checkbox"/> Animals are part of the event <input type="checkbox"/> EMTs needed on site <input type="checkbox"/> Police escort requested <input type="checkbox"/> Police presence requested <p>Waste Management</p> <input type="checkbox"/> City litter pickup <input type="checkbox"/> City street sweeping	<p>Structures</p> <input type="checkbox"/> Temporary structures <input type="checkbox"/> Canopies up to 10'x10' <input type="checkbox"/> Grounded tents over 10'x10' <input type="checkbox"/> Beer and/or wine garden <input type="checkbox"/> Street banner requested <input type="checkbox"/> Rides or amusements <input type="checkbox"/> Portable restrooms <input type="checkbox"/> Seating area <p>Sound</p> <input type="checkbox"/> Fireworks <input type="checkbox"/> Ceremonial Gun Salute <input type="checkbox"/> Amplified sound or music (If so, Complete Sound Device Application)	<p>Food</p> <input type="checkbox"/> Food cooked on-site <input type="checkbox"/> Propane <p>Alcohol</p> <input type="checkbox"/> Alcohol sold on-site <input type="checkbox"/> Alcohol served <p>Vending</p> <input type="checkbox"/> Vending of goods <input type="checkbox"/> Vending of food <p>Power Source</p> <input type="checkbox"/> City electricity use <input type="checkbox"/> Generator use <p>Insurance</p> <input type="checkbox"/> General liability insurance certificate <input type="checkbox"/> Liquor liability insurance certificate
<p>Other components not listed: _____</p>		

Admission Fee: _____

Common Council Approval

Fire Approval

CPD Approval