

# CITY OF HURSTBOURNE, KENTUCKY

## Application for Special Event Permit

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

Applicant's Address: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event:            From: \_\_\_\_\_ a.m. / p.m. To: \_\_\_\_\_ a.m. / p.m.

Route Submitted: (circle one)            Yes (attach copy of route)    No

Will Roads be closed? (Circle one)    Yes    No  
(If yes, list roads plus closing and opening times): \_\_\_\_\_

Will Temporary Signs/Directional Signs be used? (Circle one)    Yes    No  
(If yes, list address & placement on property): \_\_\_\_\_

Police been notified: (circle one)    Yes    No

Provisions for policing & traffic control? (Circle one)            Yes    No  
If yes, provisions carried out by: \_\_\_\_\_

Description of Sanitary Facilities Available: \_\_\_\_\_

Special event insurance certificate to be obtained and attached?    Yes    No

Application must be submitted 45 days in prior to event date in order to guarantee timely approval and notify businesses and residents of the upcoming event. A Special Even Permit fee of \$20 payable to the City of Hurstbourne must accompany this application. **Applicant agrees to indemnify the City of Hurstbourne and provide an insurance certificate listing the City of Hurstbourne as an additional insured. The Applicant also shall hold the City of Hurstbourne harmless of any and all liabilities associated with the special event.**

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

\_\_\_\_\_  
Date of Application

*Office Use Section:*

Reviewed by: *Tyler Johnson, C.A.O.*            on \_\_\_\_\_            Approved \_\_\_ Denied \_\_\_