



# Special Events Permit

Permit #: \_\_\_\_\_

## Applicant Information

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Sponsor Information

Sponsor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Purpose and/or Description of Event

---

---

---

---

Start Date & Time: \_\_\_\_\_ End Date & Time: \_\_\_\_\_

Address/Location of Event: \_\_\_\_\_

**(Please submit a map showing the location)**

**If not filled out completely and accurately it WILL delay issuance of the permit**

Please answer EACH question below:

1. Estimated number of participants or number of those attending. \_\_\_\_\_
2. Will there be off-premise advertising? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Will there be off-premise vendors? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Will there be a live band, or sound system, lighting or loud speakers during the event? \_\_\_\_ Yes \_\_\_\_ No  
(if yes, please provide a plan or description for the location of equipment)
5. Will you be serving alcoholic beverages? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(if yes, please provide a plan or description for such allowance or provision for the purpose of assessing police, fire, health and finance department responses.)
6. Will there be animals present for the event? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If yes, please provide a plan or description for the use or allowance of animals)
7. Will there be provisions for disposal of sanitary waste and sewage for the event, including toilet facilities, and the disposal of garbage, trash and refuse? \_\_\_\_\_ Yes \_\_\_\_\_ No
8. Are you going to close the street for this event? \_\_\_\_\_ Yes \_\_\_\_\_ No  
For events requiring the closing or blocking of any street, alley or road; or the use of any city-owned property or right-of-way areas, submission of a liability insurance policy in the amount of one million dollars (\$1,000,000.00) for any injury to any person, including death, arising out of one incident, one million dollars (\$1,000,000.00) for any damage to property, and one million dollars (\$1,000,000.00) automobile liability insurance for any injury to any person, including death, arising out of one incident. The City of Nixa shall be an additional named insured for each of the above-referenced policies and the special event sponsor (s) shall execute a hold harmless agreement indemnifying the City of Nixa.
9. The cost of any City services or equipment that is used for the event will be incurred by the applicant. Amount to be determined by all Departments involved.

**I hereby certify that the answers and other information on this application are true and correct and I have read and understand the above procedures and requirements as they pertain to City Special Events Regulations and by signing this form, acknowledge compliance with these rules.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Office Use Only:**

**Fee: \$75.00 (this does not include any City services that are used)      Date Paid: \_\_\_\_\_**

Approved \_\_\_\_ Denied \_\_\_\_ City Planner Signature: \_\_\_\_\_

Planner Notes: \_\_\_\_\_

Police Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Police Dept. Notes: \_\_\_\_\_

Public Works Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works Notes: \_\_\_\_\_