



## Special Event Application

Date of Application: \_\_\_\_\_  Private Event  Public Event

Applicant Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Contact: Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set-Up Begins: \_\_\_\_\_ Clean-Up Ends: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Please provide the following information:

- List of Event Sponsors
- Services requested to be provided by city
- Operator's Certificate of Insurance
- Completed liability release documents
- Site Plan - must include all applicable information: Route / Road Closures / Staging Area / Crowd Management Plan / Parking / Informational Signage / Assembly Areas / Fire Hydrant Locations / Emergency Services Access Routes (min. 20 feet wide)
- Emergency Services notified and involved in event planning (Fire and Police)
- Emergency Action Plan - Procedure for reporting emergencies, sheltering or evacuating occupants, weather related
- Permit Fee

I understand that the facilities for this event must be inspected prior to the commencement of operation and must conform to all regulations and codes adopted by the City of Eudora, Kansas. I understand that failure to provide requested information or comply with all requirements may result in delay or cancellation of event.

Applicant Signature: \_\_\_\_\_

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

Code Enforcement Officer: \_\_\_\_\_

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