



**Special Event Permit Application
Ordinance No. 3756**

Note: This application must be submitted at least 14 calendar days before the date of the event. For a special event permit that includes alcoholic beverages, this application must be submitted at least 60 calendar days before the date of the event.

Name of event _____

Purpose/Description of Event _____

Applicant's Name _____

Applicant's Address _____

Applicant's Phone # _____

Applicant's Email _____

On Site Contact Person _____

On Site Contact Person Phone # _____

Special Event Location/Route _____

A site plan for your event must be attached to this application and clearly mark request street closing locations.

Event Date _____ Start Time _____ End Time _____

Alternate/Inclement Weather Date _____

Name of Participants _____

Number of Vehicles _____

Number of Animals _____

Is form, Supplemental Questions for Special Events completed and attached? Yes No

The applicant(s) named above shall be responsible for cleaning up the street or other public way within 2 hours following the conclusion of the activity. Should the permit holder(s) fail to do so within 2 hours following the conclusion of the activity, or within the period specified by the city clerk, the city shall clean the area and collect the costs thereof from the permit holder(s).

Additional Clean-up Time Requested _____

Reason for Additional Clean-up Time _____

Will alcohol be served at your event? Yes No

If yes, please fill out the Special Event with Alcohol attachment.

Required Attachments

- **Site Plan**
- **If serving alcohol, completed Special Event with Alcohol attachment**
- **If serving alcohol, copies of applicable State and City licenses.**

Applicant's Signature _____ Date _____

Dodge City Police Dept. Approval _____ Date _____

Comments _____

Public Works Dept. Approval _____ Date _____

Comments _____

Fire Dept. Approval _____ Date _____

Comments _____

Parks and Facilities Dept. Approval _____ Date _____

Parks and Facilities Dept. Approval is only required only if the special event is adjacent to a park or facility operated by Parks and Recreation.

Comments _____

City Manager Approval _____ Date _____

Comments _____

Police Department Notifications:

EMS ____ Dispatch ____ SO ____ PD Patrol Shifts ____ Fire Dept. ____ Street Dept. ____ City Engineer ____

