

SPECIAL EVENT PERMIT APPLICATION

****This application should only be completed by an individual or organization seeking to host an event on public property****

Applications must be submitted to the **Hammond City Controller's Office**. Once the application is determined to be complete, it will be placed on the agenda of the **Board of Public Works and Safety (BOPW)** for consideration and approval. Applications that are incomplete or missing supporting documentation will result in delays in processing or denial of application.

Applications must be submitted no fewer than forty-five (45) days prior to the proposed event start date. Any request for waiver of fees may only be approved by the BOPW.

Application and Permit Fee (non-refundable):

1 Day Event	\$100
2-4 Day Event	\$250
5+ Day Event	\$500

1. EVENT TYPE

Select the type of event:

Parade

Farmers Market

Car Show

Festival/Carnival

Craft Show

Community Event

Other (describe):

2. EVENT INFORMATION

Name of Event:

Primary Contact Person:

Event Organizer / Organization:

Address:

Phone Number:

Email Address:

Emergency contact during event:

Name: _____

Phone: _____

3. EVENT DATE(S) AND TIME(S)

Event Date(s): _____

Start Time: _____

End Time: _____

4. EVENT DESCRIPTION

Please provide a brief description of the event: _____

5. EVENT LOCATION

Location(s) of Event: _____

6. EXPECTED ATTENDANCE

Estimated Number of Attendees: _____

Estimated Number of Event Staff/Volunteers: _____

7. VENDORS

Please complete the provided vendor list to identify all vendors participating in the event. An estimated list must be submitted with this application. Final list is required no later than fourteen (14) days prior to the start of the event.

Estimated number of **Food Vendors**: _____

Estimated number of **Non-Food Vendors**: _____

Note: All vendors are required to apply for a temporary food and/or non-food vendor Hammond business license for each special event. The cost is \$25.00 per vendor for the entirety of the special event. Only vendors that have applied and paid this fee will be able to participate in the event. Some exceptions may apply.

8. STREET CLOSURES

Will streets need to be closed?

Yes

No

If yes, list streets and times: _____

9. CITY SERVICES REQUESTED (Please note, the city does not provide portable restrooms.)

Check all that apply:

Police/EMA

FIRE

Barricades

Trash Services

Describe needs in detail: _____

10. EVENT SAFETY AND LOGISTICS

Will alcohol be served?

- Yes
- No

If yes, a copy of your alcohol permit and liquor liability insurance must be provided with this application. Applications submitted without required documentation will be delayed or denied.

Will amplified sound or music be used?

- Yes
- No

Please describe: _____

11. PARKING

Applicant is responsible for ensuring that adequate parking accommodations are available and that event-related parking does not unreasonably interfere with neighboring properties, businesses, residential areas, emergency vehicle access, or public streets. Additional parking, traffic control, or security requirements may be imposed by the City as a condition of permit approval.

Describe detailed parking plan (including location and estimated capacity of all parking areas designated for event staff, vendors, participants, and attendees):

12. INSURANCE REQUIREMENTS

The event organizer must provide **proof of general liability insurance with minimum coverage of \$1,000,000 per occurrence**. Policy must have City of Hammond listed as an additional insured. A **Certificate of Insurance** must be submitted with this application or prior to final approval of the event.

Insurance Company: _____

Policy Number: _____

Coverage Amount: _____

Certificate of Insurance Attached:

Yes

No

APPLICANT CERTIFICATION

I certify that the information provided in this application is true and accurate. I understand that submission of this application does not guarantee approval of the event. All applicants, by submitting this application, agree to abide and be bound by all federal, state, and local regulations applicable, and violation of same is grounds for termination of a permit. Nothing in the granting or issuance of a permit creates liability on behalf of the City of Hammond, its agents, employees, or assigns, and a permit holder assumes all liability and responsibility for the permitted event. The City of Hammond reserves the right to revoke any permit at any time, including during the course of the permitted event.

Signature of Applicant: _____

Printed Name: _____

Date: _____

FOR CITY USE ON NEXT PAGE

CITY USE ONLY	BOARD ACTION
Application received by: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied
Date received: _____	
<input type="checkbox"/> One-Time Event <input type="checkbox"/> Seasonal / Recurring Event	
Application Fee Paid:	Conditions (if any): _____ _____ _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount Received: _____	
BOPW Agenda Date: _____	