



SPECIAL EVENT PERMIT CHECKLIST

(For events held on public property)

Use this checklist to confirm you have properly completed an application and have included all required documents and fee payments. All materials should be submitted to the Controller's Office on the first floor of City Hall.

- Completed application submitted at least 45 days before your event start date.
- Payment of application and permit fee.
- Current vendor list attached. (Final vendor list must be submitted at least 14 days prior to start of event.)
- Ensure each vendor has temporary Hammond business license (\$25 per vendor).
- Proof of General Liability Insurance attached.
- Alcohol permit (if applicable) attached.
- Review and confirm all application information is accurate.