

# 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 **Board of Public Works & Safety (BOPW)**. Once the application is determined to be complete, it will be placed on the agenda of the BOPW for consideration and approval. Applications that are incomplete will result in delays in processing or denial of application.

**Applications must be submitted no fewer than ten (10) days prior to the proposed event start date.**

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## 1. EVENT TYPE

Select the type of event:

Block Party

Birthday Party

Graduation

Other (describe):

\_\_\_\_\_

\_\_\_\_\_

## 2. EVENT INFORMATION

Name of Event:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Primary Contact Person:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Address:

\_\_\_\_\_

Emergency contact during event:

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

Phone: \_\_\_\_\_

## 3. EVENT DATE AND TIME

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

End Time: \_\_\_\_\_

Start Time: \_\_\_\_\_

#### 4. EVENT DESCRIPTION

Please provide a brief description of the event: \_\_\_\_\_

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#### 5. EVENT LOCATION

Location(s) of Event:

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#### 6. EXPECTED ATTENDANCE

Estimated Number of Attendees: \_\_\_\_\_

#### 7. STREET CLOSURES

Will streets need to be closed?

Yes

No

If yes, list streets and times: \_\_\_\_\_

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#### 8. NEIGHBORHOOD IMPACT

If there is a street closure, will it restrict access to neighboring residences?

Yes

No

If yes, the applicant must notify all affected property owners and attach a list of affected neighbors, including their addresses and signatures indicating acknowledgement and approval of the proposed closure.

## 9. EVENT SAFETY AND LOGISTICS

Will amplified sound or music be used?

Yes

No

Please describe: \_\_\_\_\_

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

CITY USE ONLY	BOARD ACTION
Application received by: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied
Date received: _____	Conditions (if any): _____
BOPW Agenda Date: _____	_____ _____