



## City of White House Special Event Permit Application

APPLICANT INFORMATION				
<b>Event Name:</b>				
<b>Event Location:</b>				
<b>Event Producer:</b>			<b>Representing:</b>	
<b>Primary Contact:</b>				
The Primary Contact is the person who is to be contacted regarding the application or event.				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>	
<b>Phone:</b> Please list the Primary Contact's phone numbers.	<b>Day:</b>		<b>Cell:</b>	<b>Fax:</b>
	<b>Night:</b>		<b>Email:</b>	
EVENT INFORMATION				
<b>Event Type:</b>	<input type="checkbox"/> Festival/Fair <input type="checkbox"/> Games/Rides <input type="checkbox"/> Walk/Run	<input type="checkbox"/> Concert <input type="checkbox"/> Camp <input type="checkbox"/> Business Event	<input type="checkbox"/> Tournament <input type="checkbox"/> Parade <input type="checkbox"/> Car Show / Tractor Show <input type="checkbox"/> Other _____	
<b>Event Duration:</b> These are the Dates the event will be in operation.	<b>Starting Date:</b>	<b>Day of Week:</b> _____ ____/____/____	<b>Ending Date:</b>	<b>Day of Week:</b> _____ ____/____/____
<b>Total Attendance:</b> _____	If event lasts more than 3 days please submit additional hours of operation.			
<b>Peak Attendance:</b> _____		<b>Start</b>	<b>End</b>	
<b>Parking:</b> Estimated number of vehicles that will be parking for event. # _____	<b>Day 1:</b>	__: __ M	__: __ M	
	<b>Day 2:</b>	__: __ M	__: __ M	
	<b>Day 3:</b>	__: __ M	__: __ M	
<b>Site Preparation:</b> This is the time it will take to prepare the site.	<b>Starting Date:</b>		<b>Time:</b>	
	__/__/__		__: __ M	
<b>Dismantling &amp; cleanup:</b> This is the time it will take to dismantle and clean up the event site.	<b>Ending Date:</b>		<b>Time:</b>	
	__/__/__		__: __ M	
<b>Event Description: Give brief description of the event below.</b>				

Event Name: \_\_\_\_\_ Dates / / to / /

Event Features: Check all the needs, services or features that will be part of the event.

- |  |   |
|--|---|
| <input type="checkbox"/> Fireworks Display (1, 5)  | <input type="checkbox"/> Generator                |
| <input type="checkbox"/> Inflatable Rental (1)     | <input type="checkbox"/> Restroom Facilities      |
| <input type="checkbox"/> Pony Rides (1)            | <input type="checkbox"/> Amplified Sound, Band    |
| <input type="checkbox"/> Street Closing            | <input type="checkbox"/> Vendors                  |
| <input type="checkbox"/> Emergency Medical Service | <input type="checkbox"/> Shelters / Pavilions (3) |
| <input type="checkbox"/> Tent(s)                   | <input type="checkbox"/> Grill (Charcoal/Gas)     |
| <input type="checkbox"/> Cleaning                  | <input type="checkbox"/> Other: _____             |
| <input type="checkbox"/> Security                  |   |

1 Requires Insurance Information Form.

3 Required to call Park Reservations to reserve.

5 Requires application for Public Display of Fireworks.

Will an admission fee be charged:  Yes  No If yes, how much: \$ \_\_\_\_\_

Is the Event:  Non-profit charitable  For Profit  
(Non-profit charitable organizations must submit a 501(c)3 determination letter)

Open to the Public?  Yes  No

### SITE MAP REQUIREMENT

Please submit a schematic drawing showing how you plan to set up your event. Indicate the placement of the following features if applicable.

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Gate(s) official entrance(s)</li><li>• Portable toilets</li><li>• Stage(s) or other performance areas</li><li>• Dumpsters &amp; trash containers</li><li>• Tent(s)</li><li>• Event production tent(s)/trailer(s)</li><li>• Vendor booths</li></ul> | <ul style="list-style-type: none"><li>• Fencing</li><li>• All areas where food will be served or sold</li><li>• Street barricades</li><li>• Sign or Banner (ordinance 08-17)</li><li>• Event Headquarters</li></ul> |
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### RAIN/CANCELLATION POLICY

Do you have alternate dates selected in case of rain?  Yes  No

Give a brief description.

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Event Name: \_\_\_\_\_ Dates / / to / /

**SECURITY**

Depending on the nature and size of the event, the event may be required to provide adequate security for an event, and to ensure that an adequate number of security personnel are present to manage the expected size of the event's crowd, including vehicular traffic control.

Number of security personnel being provided: \_\_\_\_\_

Organization providing security: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMERGENCY MEDICAL ASSISTANCE**

Depending on the size and nature of your event, the event may be required to provide emergency medical services for the event patrons.

Will Emergency Medical Assistance be provided:  Yes  No

If Yes, complete below information.

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

**VENDORS**

List type of Vendor Booths (Food, clothing, crafts, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ELECTRICAL SERVICE**

Complete this section if electrical service will be needed at your event.

How will electrical service be supplied:  Generator  Public Utilities  Both

**RESTROOM FACILITIES**

Depending on the nature and size of the event, the event may be required to provide portable toilets in addition to existing permanent facilities.

The event producer must provide a minimum of (1) one chemical-type portable toilet for every 350 people expected at an event.

Number of Portable Facilities: \_\_\_\_\_

Name of Supplying company (portables): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE: Restroom Facilities are to be shown on event map.**

Event Name: \_\_\_\_\_ Dates    /    /    to    /    /    \_\_\_\_\_

**Hold Harmless Clause:** Applicant/Event Producer shall save and hold the City of White House and the White House Parks and Recreation Department harmless from and against all liability, claims and demands on account of personal injuries (including without limitation to the foregoing worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be caused, by the negligence of the permit holder or the City of White House and White House Parks and Recreation Department; or by any agents or employees of any of the foregoing; or by accident; or otherwise.

**The undersigned agrees to the terms of this agreement as outlined by the City of White House Parks and Recreation Department.**

The applicant ensures compliance with the following:

- The observance of all applicable laws and ordinances;
- Any stipulations or restrictions of the permit;
- The applicant assumes any and all liabilities that may arise by the street closing and the related activity;
- Barricades must be removed immediately after any event is over to ensure that city streets and right-of-ways are re-opened as soon as possible.

Permit applied for and all terms and stipulations agreed to by: \_\_\_\_\_

Signature of the agent duly authorized by the event applicant to bind it. \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**\*Submission of this application does not constitute approval of the event. The applicant will be notified within fifteen working days of submission if it is (1) approved (2) denied or, (3) additional information is required.**

Comments/Additional Needs:

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