

Application Submission Date: _____

Special Event Permit Application

APPLICANT INFORMATION

Person(s)/Organization requesting permit: _____

Address / City / State / Zip: _____

Phone: _____ E-mail _____

Day of Event Contact: _____

Cell Phone: _____ E-mail _____

Yes No The applicant organization is a non-profit.

Yes No I would like to request a meeting with City staff to discuss my event.

GENERAL EVENT INFORMATION

Event Name: _____

Event Type (Select All That Apply):

Fair/Festival Run/Walk/Triathlon Car Show/Truck Pull

Parade/Motorcycle Ride Bicycle Ride Tournament

Service/Memorial Holiday Celebration Walking Tour

Block Party/Picnic/Reunion Rally/Peaceful Protest Wedding/Reception

Concert/Live Music/Show Farmer's or Holiday Market Water/Boating Event

Other (Describe): _____

Date of Event: _____ Rain/Severe Weather Date (if applicable): _____

Start Time: _____ End Time: _____

Set-Up Day: _____ Set-Up Time: _____

Tear Down Day: _____ Tear Down Time: _____

Is this an annual event? Yes No How many years have you hosted this event? _____

Number of event participants/attendees: _____ Number of volunteers: _____

Event Description (describe in detail the activities planned):

EVENT LOCATION

Please Describe Your Event Location:



EVENT ROUTE – TRAVELING EVENTS
(Walks, Runs, Parades, Bicycle Rides, Motorcycle Rides)

Start Location: _____ **Staging Area:** _____
End Location: _____ **Awards Area (if any):** _____

Describe the Traveling Event Path including all turns (attach additional page, if necessary):

ROAD CLOSURES & TRAFFIC CONTROL

Please describe any streets/lanes/intersections/sidewalks that you are requesting to be closed:

Street/Lane Closings Start Date: _____ **Time:** _____ AM PM
Street/Lane Closing End Date: _____ **Time:** _____ AM PM

Select All Traffic Services you plan to utilize for this event:

- Off Duty Police Officer Contractual Assistance ([More Information](#))
- McCracken County Sheriff's Department Assistance (Contact: 270-444-4719 to organize)
- Police Department or Emergency Management Assistance with State Road Intersection Closure
- Extra Police Department Patrol in the area

Please Explain Your Traffic Control Plan:

List any other organizations that are assisting with traffic control:

Please describe where participants will park for the event:

Describe any shuttle plan you will utilize for the event:

SAFETY & MEDICAL PLAN

Please describe your event Safety Plan (including security resources, medical resources, disaster communications plan, and first aid resources):

CITY SERVICES REQUEST

Please select all equipment that you are requesting to be provided by the City of Paducah:

- Dumpsters**
(\$75.00/per unit including one collection, plus \$75 for each additional collection)
Number Requested: _____ Drop Off Date/Time: _____ Pick-up Date/Time: _____
Specific Location for drop-off: _____
Do you need trash collection more than once, post-event? Yes No

- Roll-outs**
(\$25.00 for up to 6 OR \$45 for 7 to 10 – includes one-time collection)
Number Requested: _____ Drop Off Date/Time: _____ Pick-up Date/Time: _____
Specific Location for drop-off: _____
Do you need refuse collection more than once for this event? Yes No

- Water Connection**
(\$15 per spigot/per day)
Number of Water Connections Required: _____
Describe Specific Locations where water is needed: _____

- Power Connection**
(\$30/box/day)
Number of Power Connections Required: _____
Special Amp/Voltage Requirements: _____
Describe Specific Locations where Power is Needed: _____

FACILITY RENTALS

Select All City Facilities that you need to reserve for your event:

- Anna Baumer Community Center
- Arts & Crafts Building (Noble Park)
- Noble Park Pool
- Noble Park Amphitheatre
- [Noble Park Shelter\(s\)](#) - List all Shelters to be reserved for your event: _____
- Keiler Park Shelter(s) - List all Shelters to be reserved for your event: _____
- Stuart Nelson Park Shelter(s) - List all Shelters to be reserved for your event: _____
- Wilson Stage at Paducah Riverfront
- I am requesting that an entire park be closed to the public for this event (Please Describe):

- Other (Please Describe): _____

OTHER INFORMATION

- Yes No Will your event include food vendors?
- Yes No Will your event include mobile food vehicle vendors?
- Yes No Will your event include merchant (non-food) vendors?
- Yes No Will your event include live music or excess noise?
Dates & Times of Live Music/Noise: _____
- Yes No Will your event will utilize City-Owned Restrooms. Specify Locations and time you need the restrooms unlocked: _____
- Yes No Will your event utilize rented portable restrooms? Rental Company: _____
- Yes No Will your event include alcohol sales? Select all that apply:
 An ABC Licensed Caterer will serve alcohol
 Applying for Special Temporary Alcohol License for a ***Non-Profit*** Organization
 Applying for Special Temporary Alcohol License for a ***For-Profit*** Organization
 Small Farm Wineries/Microbreweries/Distilleries will be on-site
 This is a private invitation-only event and alcohol will be given away at no cost
 I would like to discuss utilizing the [EDC District](#)
- Yes No Event organizers have considered and planned for ADA requirements related to this event. (parking, accessible routes of travel, special evacuation requirements, etc.)
- Yes No This event is by invitation only and will not be advertised to the public (including no advertisement on social media).
- Yes No Is this is a ticketed event? Admission will be: \$ _____
- Yes No Will your event allow animals (other than service animals)?
Describe: _____
- Yes No Will your event include tents over 400 square foot?
Number of tents over 400 square feet: _____
- Yes No Will your event include temporary stages for performances?
Stage Set-up Date/Time: _____
- Yes No Will your event include fire pits, propane tanks, fog machine, pyrotechnics or open flame of any kind?
Describe: _____
- Yes No This is a parade event.
_____ Bands # _____ Cars # _____ Floats
_____ Motorcycles # _____ People (Walking)
- Yes No Do you plan to hire a professional security company to develop and manage your event's security plan? Security Organization: _____
Contact Person: _____ Phone: _____

ACKNOWLEDGEMENT

By submitting this application, I acknowledge that:

- All information provided in this application is true and accurate to the best of my knowledge.
- I have reviewed the [Public Assembly Permit Guidelines](#) & Safety Guidelines.
- If approved, I must obtain a **certificate of liability insurance in the amount of \$1,000,000** with the City of Paducah listed as additional insured. The certificate must be on file with the City of Paducah before I can host my event.
- If I choose to market this event before receiving a final approved permit, I do so at my own risk. Advertising the event, accepting registrations, collecting fees, or issuing tickets does not guarantee permit approval.
- If I am not granted a permit, I will not be able to hold the event.
- Alcoholic beverage licensing is issued separately from the public assembly permit and I am responsible for contacting the local alcoholic beverage control office for more information (270-444-8506).
- I may be required to attend a pre-event meeting with City staff to discuss the event or provide any additional information requested.
- No physical changes can be made to any Park Facility or City Right-of-Way. No paint or other permanent/semi-permanent material may be used to mark routes or designate locations.
- I must pay all fees associated with any city facilities, services, and equipment before the event.
- I may be required to acquire a City of Paducah business license before hosting the event.
- If approved, I am responsible for leaving the area in the same condition that it was prior to the event. Failure to do so will result in damages in an amount equal to the amount required to make necessary repairs, including labor costs.
- State roads **CANNOT** be closed for events. State Intersections can only be closed temporarily with assistance from the Paducah Police Department and/or McCracken County Emergency Management. I may be required to obtain a Highway Department Encroachment Permit from the Transportation Cabinet for partial use of state highways.
- Fire lanes must be maintained at all times to allow for emergency vehicles to access the area if an emergency situation arises.
- Police Department Services are subject to availability and offered at the discretion of the Chief of Police and City Manager.
- It is my duty to inform vendors that they must be in compliance with local Health Department, Fire Prevention Division, and Business Licensing requirements in order to participate in the event.
- I may be required to notify surrounding businesses and neighbors who may be impacted by the event.
- The event may be cancelled or postponed by the City of Paducah if at any time a determination is made that severe weather or other unforeseen circumstances threaten the safety of participants.

Applicant Signature

Date

Submit this application by e-mail to customerexp@paducahky.gov or drop off/mail to Paducah City Hall 300 South 5th Street, Paducah, KY 42003.