

**CITY OF HOT SPRINGS, ARKANSAS
SPECIAL EVENT PERMIT APPLICATION**

Please complete the following application and submit to the City of Hot Springs, Public Works Department Office, 133 Convention Blvd., P.O. Box 700, Hot Springs, AR 71902, no later than **60 days prior to the requested event**. All applications are subject to approval by the Hot Springs City Manager. **NOTE: PLEASE ANSWER EVERY QUESTION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

1. Event sponsor contact information:

Contact person: _____

Contact telephone: _____

Contact e-mail: _____

Contact mailing address: _____

Organization: _____

Non-profit (attach proof)

2. Event name:

3. What is the purpose or nature of this event and who is the primary target audience?

4. What is the event **starting** date and time" Date and time required for **set-up**?

5. What is the event **ending** date and time" Date and time of **tear-down**?

6. Will food or drinks be served or available at the event? Yes No

7. Describe the exact location of the event or parade route including the name and block Number of all street segments involved and identification of those segments requested to be closed to general public use during the proposed event. Attach a map of the proposed route or location.

No streets to be closed Broadway Entertainment District Exchange Street Entertainment District

8. If you propose to have promotional signage within any public rights-of-way, please list the signage location, a description and dimensions of any such proposed direction or promotional signage.

No signage

9. Identify any parking lanes/spaces or other non-traffic areas within any public rights-of-way desired for concessions or other such uses including a description of the intended use.

No concessions

- 10. What is the estimated number of participants, sponsors or units involved in your event?
- 11. What is the estimated number of persons or spectators expected to attend the event?
- 12. Will fees of any nature be charged for attendance or participation in this event, and, if so, what will the revenues from the event or parade be used for?

No fees will be charged

- 13. Describe assistance desired from city personnel, if any.

No assistance required

Note: Event organizers are responsible for placing and removing any barricades, if required. The City of Hot Springs does not provide barricades.

- 14. Provide a security plan including number and proposed location of all security personnel.

15. Please enclose a permit fee of \$350.00 and a \$250.00 security deposit. Permit fees are due upon filing of the event application but will be refunded should the permit not be approved. Security deposits will be refunded following the activity if all requirements of Ordinance No. 5549, as amended have been met. The city reserves the right to charge for damages to public property as required by Ordinance No. 5549, as amended.

16. The undersigned applicant, being the responsible party for this special event permit application, hereby acknowledges receipt of Ordinance No. 5549, as amended and attests that he/she is fully aware of the requirements thereof including the provision of notification to residents within areas zoned residential and the special requirements related to events utilizing Whittington Avenue, if applicable. The undersigned applicant hereby agrees to be responsible for and remit the fees and costs as calculated pursuant to Resolution No. 6529.

_____	_____
Applicant Signature	Date

Permit Fee Received \$350.00 Check No. _____

Security Deposit Received \$250.00 Check No. _____

Liability Insurance Required Liability Insurance Waived

City Manager Approval: _____ Date: _____