City of St Matthews **SM**

SPECIAL EVENTS
PERMIT

Permit No.: _____

Date: _____   Fee: _____

Permits must be submitted for review <u>at least</u> **30 day** prior to the event. The City may take up to 14 callendar days to review prior to providing authorization.

Permittee Information			**Permit Information**			
Name:			Location:			
Address:						
			Purpose:			
City:						
State:		Zip:				
Phone#:						
Contact:			Date of Activity:			
Phone#:		Cell #:	Start:		End:	
Email:						

EVENT ATTENDANCE (Select most appropiate box)

___ Large Event (501 people or more)

___ Small Event (500 people or less)

___ Parades any size

___ Block Party**

___ Other

SELECT EVENT TYPE AND/OR ROUTE

___ Street Party

___ 5K Purple   Required Event Provided Personnel (15)

___ 5K Blue   Required Event Provided Personnel (15)

___ 5K Green   Required Event Provided Personnel (15)

___ Parade

**** All block parties must have a signed patition encompasing 80% of the property owners within the footprint of the closure.**

It is the sole responsibility of the event coordinator to provide (at a minimum) the required number of volunteers for the selected route as detailed above. Reflective vest will be provided by the City and returned (Unreturned vest will be $20 Each).

EMERGENCY MEDICAL SERVICES

Emergency Medical Services must be provided at all events defined as a Large Events.

Is the event producer providing Emergency Medical Services? ___ YES (please complete Infor below)   ___ NO

Provider: _____   Office Phone: _____

SIGNS/BANNERS

Please contact Codes and Regulations (502.895.9444)

EVENT CLEAN UP PLAN

Please ensure your event is litter-free. All property adjacent to the event (i.e. streets, right of ways, sidewalks, yards) must be free of waste.

In signing the application for the permit sought hereunder the applicant acknowledges that the above provisions as to the Indemnity of the City of St. Matthews.

Applicant Signature	Date

FOR OFFICAL CITY USE ONLY - REVIEW/APPROVAL SIGNITURES

Police	Date

Public Works	Date	Mayor	Date