



**SPECIAL EVENTS PERMIT**

Permit No.: \_\_\_\_\_  
Date: \_\_\_\_\_ Fee: \_\_\_\_\_

Permits must be submitted for review at least 30 day prior to the event. The City may take up to 14 calendar days to review prior to providing authorization.

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

**EVENT ATTENDANCE (Select most appropriate 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 petition encompassing 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 must be returned (Unreturned vests will be charged \$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