



City of
Taylorsville

CITY OF TAYLORSVILLE SPECIAL EVENT PERMIT APPLICATION

Any event (i.e. festival, concert, run/walk, art show, etc. that is held within the city) that uses, or will likely have a large impact on, public, or City-owned property, such as streets or parks, requires a **Special Event Permit Application**. If you're the person or organization hosting or sponsoring an event, you'll need to fill this out. This is information that we require to ensure that everything goes smoothly and safely.

MAIN STREET SPONSORED EVENT - YES () NO ()

RULES AND PROCEDURES

A complete application, including all fees and attachments, must be submitted to the City Clerk's Office **no less than sixty (60) days** from the event date. It is important that you complete this application fully and include any extra attachments that may be necessary. If not, approval of your application will be delayed or denied.

Once we receive your application, appropriate fees, and any attachments, the City staff will review all the information and make a recommendation of approval or denial with the City Commission. We may also make some changes or give a cost estimate for the use of City equipment and/or services. The City Commission will then approve or deny the application, and have it signed by the City Mayor. **Please note, all regularly scheduled commission meetings are held on the 2nd Tuesday of every month.**

Drones: Use of a drone during an event must have prior approval from the *Chief of Police*.

Service Animals: Only dogs that are recognized as service animals under titles II and III of the Americans with Disabilities Act (ADA) Federal Register shall be permitted at the event(s). All animals must be able to be **properly identified** as a service animal with vest, tags, leash, collar, etc.

FEES:

Barricades Non-refundable fee: Event(s) requiring use of barricades for encroachment area(s) must pay a \$200.00 set-up and take-down fee to the City of Taylorsville.

Return Completed Applications To:

City Clerk – Marcia Finley
PO Box 279
70 Taylorsville Road
Taylorsville, KY 40071

For Questions Please Contact:

Police Chief Brian Sumner
502-477-3231
bsumner@taylorsvillepd.org

CITY OF TAYLORSVILLE SPECIAL EVENT PERMIT APPLICATION

Section 1: Applicant Information

Name of Applicant: _____

Address: _____

Email: _____ Website: _____

Phone: _____ Fax: _____

Event Contact Person (if different from Applicant): _____

Email Address: _____ Phone: _____

Organization Type: *Non-Profit* *For Profit* *Individual* *Other:* _____

Section 2: Event Information

A. Event Activities

Name of Event: _____

Brief Description: _____

Date(s) of Event: _____

Hours of Event: _____ Hours with Setup & Breakdown: _____

Expected total attendance: _____ Prior attendance (if applicable): _____

Activities to be Conducted:

show/performance arts & crafts music animals games parade

food & beverages fundraising fireworks sporting event/competition

walk/run other: _____

Is the event co-sponsored by the City? Yes No Is the event open to the public? Yes No

Alcohol Served? Yes No

Alcohol Sold? Yes No

B. Event Location

Site Map

See the attached site map, mark clearly showing where the event will occur and any requested street closures and/or parking restrictions. If applicable, also include a detailed site plan indicating the location of tents, stages, portable restrooms, booths, fencing, etc.

State Highway Encroachment may need to be filed and turned in with this application due to state roads in city limits. Check with Taylorsville Police Department on roadway encroachments.

List all locations and areas that will be used or affected by the event.

Streets:

Will these streets need to be closed? Yes No

If yes, please list specific hours and location closures: _____

Will there need to be parking restrictions on these streets? Yes No

If yes, please list specific hours and locations of restrictions: _____

Will sidewalks along these streets be blocked? Yes No

City-owned Parking Lots:

Will the lot(s) need to be closed or have parking restrictions? Yes No

If yes, please list specific hours of closure/parking restrictions: _____

Private Property:

Is the Applicant the owner of the above property? Yes No

If no, please attach permission from the property owner.

Section 3: Requirements

A. Garbage:

Applicants MUST provide garbage/debris clean-up of all city public trash cans within encroachment area during event and after. Streets must be cleaned and free of debris after event within encroachment area.

B. Port-a-cans

Applicant MUST provide port-a-cans for the projected attendance during this event.

C. Alcohol Served:

Events that serve alcohol, **must have area/location fenced** within encroachment area away from stage/sitting area of the viewing of stage. **NO GLASS CONTAINERS ARE ALLOWED.**

Section 4: Insurance

Applicants must provide a certificate of general liability insurance naming the City of Taylorsville as an additional insured for the date(s) of the event. Liability limits are \$1,000,000 to \$2,000,000 depending on the size of the event.

Section 5: Additional Permits

Check applicable items below that will be present and/or conducted at your event you will need additional permits. Please attach copies of any applicable permits and approvals to this application.

- ___ **Alcohol: State** and City ABC licenses are required to serve and/or sell alcoholic beverages. The city temporary ABC license can be obtained through the City of Taylorsville ABC officer at 502-477-3231. The State temporary ABC license can be found at abc.ky.gov/Pages/applications.aspx. Contact the Kentucky Dept of Alcoholic Beverage Control at 888-847-7222 with questions regarding this license.
- ___ **Fireworks:** Fireworks require a separate "Application for Supervised Public Display of Fireworks" From the Kentucky Office of the State Fire Marshal which can be found at dhbc.ky.gov/sfm/Pages/Fireworks.aspx. Additional insurance is also required. For questions, contact the Taylorsville/Spencer County Fire Dept. 502-477-3228.
- ___ **Food Service:** Temporary food service establishments (such as booths at festivals) must obtain a permit to operate and be inspected by the Spencer Co Health Dept. and a copy be presented when obtaining business license prior to opening. Additional information and applications call Taylorsville Health Department at 502-477-8146.
- ___ **Parades:** The event coordinators for this event **must** provide the proper clean-up of the participants.

___ **Vendors:** Business licenses are required by each applicant(s) and/or vendor(s) for the sale of goods during this event. Contact Sheila Hardin with the City of Taylorsville at 502-477-3235 ext. #102
Checks are to be made out to: the City of Taylorsville, in the amount of \$62.50.

___ **Temporary Structures:** Kentucky Building Code requires inspection and permitting of all temporary structures larger than 100 sq. ft. (10' x 10'). This includes tents. Contact Planning and Zoning of Spencer County 502-477-3218.

ALL FEES, DOCUMENTS AND PROOF OF INSURANCE SHALL BE SUBMITTED WITH THIS APPLICATION BEFORE IT IS PRESENTED TO THE CITY COMMISSION.

Section 5: Terms & Conditions

The Applicant agrees to comply with all applicable ordinances and regulations and any stipulations or restrictions of the permit, including payment of additional costs.

The Applicant agrees that for and in consideration of the use of public facilities, rights-of-way and city staff oversight and personnel involvement, the applicant/sponsor of the event shall indemnify and hold harmless the City of Taylorsville, its employees, officials, and agents from any and all claims, damages, liabilities, injuries, losses and expenses arising from the issuance of the special event permit and any occurrence or incident at, or in any way related to, the event.

The Applicant understands that this permit does not guarantee unilateral permission. There may be other permits, licenses or authorizations necessary from other entities, depending on the type of event and activities conducted.

The undersigned verifies that, to the best of their knowledge, all information contained herein is true and accurate and agrees to these terms as outlined by the City of Taylorsville.

Due to unforeseen weather conditions and/or safety issues that may occur at any given time, the City has the right to close down the event at their discretion for the safety, concerns and welfare of the community.

AUTHORIZED REPRESENTATIVE SIGNATURE & TITLE

DATE

OFFICIAL USE ONLY

Event: _____

Date Received: _____

Cashier's Check Received: \$ _____

Date Sent for Review: _____

Insurance Received: _____

Department Review: Attach any additional notes, recommendations, or other documents, including cost breakdown, conditions for approval, or reason for denial.

Police

Approved Approved with Conditions Denied

Signature: _____ Date: _____ Cost: \$ _____

Fire

Approved Approved with Conditions Denied

Signature: _____ Date: _____ Cost: \$ _____

EMS

Approved Approved with Conditions Denied

Signature: _____ Date: _____ Cost: \$ _____

Code Enforcement

Approved Approved with Conditions Denied

Signature: _____ Date: _____ Cost: \$ _____

City Clerk

Approved Approved with Conditions Denied

Signature: _____ Date: _____ Cost: \$ _____

Spencer Co Health Dept.

Approved Approved with Conditions Denied

Signature: _____ Date: _____ Cost: \$ _____

Mayor of Taylorsville

Date