

VILLAGE OF EVENDALE
DEPARTMENT OF BUILDING COMMISSIONER

SPECIAL EVENT APPLICATION

Application Number: _____

Name/Title of Event: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number Day : _____ Evening: _____

Brief Description of Event: _____

Date(s) of Event: _____

Event Hours: _____

Event Set: Date: _____ Set Beginning: _____M.

Event Dismantle: Date: _____ Completed by: _____M

Rain Date(s): _____

Will an admission fee be charged to attend event? Yes _____ No _____

If yes, how much is the fee? _____

Will concessionaires, runners, entrants, floats, vehicles, etc. be charged a fee:

Yes _____ No _____

If any fee is involved, identify and describe how much, to whom, for what, etc. _____

Please attach a layout map indicating the location of the following applicable items within your event area:

1. Entertainment or stage area;
2. Alcoholic beverage concession areas;
3. Nonalcoholic beverage concession areas;
4. Food concession areas;
5. General merchandise concession areas;
6. Portable toilet facilities (indicate number);
7. Emergency medical facilities;
8. Lost children areas;
9. Event producer's command post;
10. Parking area – handicapped, supplied, volunteer, etc.;
11. Police command post;
12. fire command post;
13. Parade route, the staging area and direction of procession..