

**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: \_\_\_\_\_

Phone Number Day : \_\_\_\_\_ Evening: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

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Date(s) of Event: \_\_\_\_\_

Event Hours: \_\_\_\_\_

Event Set: Date: \_\_\_\_\_ Set Beginning: \_\_\_\_\_M.

Event Dismantle: Date: \_\_\_\_\_ Completed by: \_\_\_\_\_M

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. \_\_\_\_\_

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**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..

APPLICATION BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PLANS EXAMINER: \_\_\_\_\_ DATE: \_\_\_\_\_

ISSUE DATE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_ PERMIT FEE: \_\_\_\_\_

POLICE REVIEW:

\_\_\_\_\_ DATE: \_\_\_\_\_

FIRE REVIEW:

\_\_\_\_\_ DATE: \_\_\_\_\_

