



SPECIAL EVENT PERMIT APPLICATION

Date of Event: _____

I/We the undersigned herewith make an application to the City of Porterdale for a permit within the corporate city limit for the purpose of (check one):

- ☐ Special Event Permit
- ☐ Sidewalk Sale Permit
- ☐ Parade Permit/Run-A-Thon
- ☐ Park Rental
- ☐ Other (Please Specify): _____
- _____

Date of Application:

Start Time of the event: _____ End Time of the event: _____

Name of Person Making Application: _____

Phone Number: _____

Street Address: _____

Mailing Address (if different from above): _____

Organization/Group name: _____

Location of Proposed Activity: _____

- Permit Application must have an attached map.
- Special event, sidewalk, and seasonal sales permit applications must have a full description of activities attached to the application.
- All applications must be accompanied by General Liability Insurance Binder that discloses the said event will be insured.
- If alcohol is being served, a caterer and pouring licenses are required. **PLEASE NOTE: alcohol is not permitted on site without obtaining the proper alcohol permits prior to the event.**
- All permit applications must be submitted with applicable fees 15 days prior to the event.



I, _____, the applicant, read and understand the contents of this application. I certify that the information contained herein, including attachments and all other supporting information, is complete and true, to the best of my knowledge. I further agree that to save, indemnify, and keep harmless the City of Porterdale, its officers, employees and agents against all liabilities, judgments, costs, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by the virtue hereof, and will in all things strictly comply with all applicable rules and ordinances. My signature constitutes an attestation by the owner or owner's authorized representative(s) that application complies with all covenants, conditions, and restrictions.

SIGNATURE OF OWNER/APPLICANT OR REPRESENTATIVE

Date

For Office Use Only:

Date Received: _____ **Date Approved:** _____

City Manager Approval: _____ **Date:** _____