

City of Lodi

Special Event Permit Application



\$25.00 Fee (Nonrefundable)

Applicant First and Last Name _____

Organization Name (if applicable) _____ Phone Number _____

Address _____ Email _____

Contact Person (for event) _____

Secondary Contact First and Last Name _____

Secondary Contact Address _____

Secondary Contact Email _____ Secondary Contact Phone Number _____

Event Name _____ Nature of Event _____

Event Date(s) _____ Estimated Number of People _____

Event Set-Up Hours _____ Event Clean-Up Hours _____

Event Start Time _____ Event End Time _____

Specific Location of Event (include street(s), area, and parking) _____

Park Shelter Reservation Needed? Yes No Park Shelter Reservation Obtained? Yes No

Estimated Number of Vehicles _____ Vehicle Description _____

Estimated Number of Animals _____ Animal Description _____

Food Served, Consumed or Sold? Yes No Necessary Licenses Obtained? Yes No

Location(s) Food Served, Consumed, or Sold (list here and indicate on detailed site/route map) _____

Alcohol Served, Consumed or Sold? Yes No Necessary Licenses Obtained? Yes No

Location(s) Alcohol Served, Consumed, or Sold (list here and indicate on detailed site/route map) _____

Security Personnel Needed? Yes No Number of Security Personnel _____
(Min. of one event security personnel per 500 anticipated participants; Min. of two event security personnel for each area alcohol is served/sold)

Street Closure Requested? Yes No
(Temporary or partial closing of a public right-of-way or street that restricts or changes the normal flow of vehicular or pedestrian traffic)

Attached to Application

- Detailed site or route map that illustrates the route or areas proposed for the event.
- Detailed list with specific details of requested city and/or utility services and resources. (E.g., barricades, cones, security personnel, etc.). *Note: If City/Utility staff time is required, an invoice may be sent to applicants after the event for costs incurred if a special event requires more than is reasonable and necessary.*
- Certificate of Insurance.
- A summary of the protection plan and the number of event security personnel who will attend the event. This plan must be reviewed and approved by the Police Chief or designee. **Approval documentation must be submitted with application.**
 - Approval Date _____
- A plan to address any emergency needs and specific risks inherent to the event, including but not limited to, civil disturbance, evacuation, and weather, as required by the Police Chief, Fire Chief, and/or EMS Chief. This plan must be reviewed and approved by the appropriate departments. **Approval documentation must be submitted with application.**
 - Approval Date _____

The City of Lodi reserves the right to approve, modify or deny requests for events that may compromise public safety. The City of Lodi assumes no liability as a result of any event actions and/or activities.

I understand that:

- I may be responsible to provide written notification to residents and/or businesses that will be impacted by the special event at least one week in advance of the event.
- I am responsible for the setup and removal of all personal property utilized for the event, garbage, etc.
- Insurance or bonds are required and must be provided to the City before the event.
- Special events must comply with all applicable City ordinances, City permit requirements, and state law.
- I am welcome to attend the Common Council meeting if Common Council application approval is needed. Meetings are regularly scheduled the 3rd Tuesday of the month at 5:30 PM.
- Unless otherwise directed, a protection and emergency plan are required.
- The applicant will pay the actual costs for the use of equipment, resources, or services if a special event requires more than is reasonable and necessary as determined by the City.

I hereby certify that the foregoing facts concerning this Special Event are true to the best of my knowledge.

Applicant Signature _____
Date

Office Use

Date Received _____ Check # _____ Recurring Event? Yes No

Reviewed by Utilities/Streets/Parks Superintendent Reviewed by Chief of Police Reviewed by Administration

Consideration of City Clerk – Date _____ Approve Deny

Consideration of Common Council (if needed) – Date _____ Approve Deny

Special Conditions to Note _____