

City Council Event Permit Application Form

Please complete this form to request authorization for your public event. Submission of this form does not guarantee permit approval. Ensure all information is accurate and complete for efficient processing.

1. Applicant Information

Organization Name:

Contact Person:

Phone Number:

Email Address:

Mailing Address:

2. Event Details

Event Name/Title:

Event Date(s):

MM/DD/YYYY - MM/DD/YYYY

Event Time:

Start Time - End Time

Event Location/Address:

Estimated Number of Attendees:

Event Description:

3. Event Activities & Services

☐ Live Music/Performances

☐ Food/Beverages

☐ Alcohol Service

☐ Vendors/Booths

☐ Amplified Sound

☐ Other (please specify):

4. Safety & Logistics

Security Plan (describe officers, volunteers, etc.):

Traffic Control Arrangements:

Sanitation/Waste Management:

5. Insurance & Permits

Will you provide proof of liability insurance?

List any other required permits obtained or pending:

6. Certification

☐ I hereby certify that the information provided is accurate and I agree to comply with all city ordinances and event regulations.

Applicant Signature:

Date:

[Submit Application](#)

For questions about this application, contact the City Council Events Office at (555) 123-4567 or events@citycouncil.gov.