



CITY OF GAUTIER APPLICATION FOR SPECIAL EVENT PERMIT

Submit this form with all required documents to the City Clerk Office at least **60** days prior to the requested event

Date of Application: _____

Summary of Event: _____

Event Title: _____

Event Description: Attach a detailed map of the proposed event layout, parking plan, tent location, etc. **YOU MUST ACCURATELY DESCRIBE THE ENTIRETY OF YOUR EVENT. ONLY THE DESCRIPTION LISTED WILL BE CONSIDERED FOR APPROVAL AND NOTHING OUTSIDE OF THE DESCRIPTION WILL BE ALLOWED.** Incomplete applications will not be considered.

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ Event End Time: _____

Location: _____

Location Description:

Individual Making Application for Organization:

Name: _____ Phone (Home): (____) ____ - _____

Address: _____ Phone (Work): (____) ____ - _____

City: _____ State: _____ Zip Code: _____ - _____

Position with Organization: _____

Individual(s) Responsible for keeping order and maintenance:

Name: _____ Phone (H): (____) ____ - _____ (W) (____) ____ - _____

Name: _____ Phone (W): (____) ____ - _____ (W) (____) ____ - _____

Public Demonstrations and Parades are covered under city of Gautier Code of Ordinances

Applicant Information:

Organization:

Name: _____ Phone: (____) ____ - ____

Address: _____

City State Zip

Type of Organization: _____ Profit: ____ Non-Profit Federal ID#_____ (*must attach copy of non-profit status*) (Religious, Civic, Social, Etc.)**Event Cleanup**

If the event is on public property, it shall be the responsibility of the applicant to clean up all trash after the event and return the property to its state prior to the event. Depending on the size of the event, dumpsters may be required. *Cleanup deposit will be required based on the type of event.*

Marketing and Public Relations

Will this event be marketed, promoted or advertised in any manner? _____ Yes, if yes, attach flyer and list where the event will be advertised _____ No

Event Questionnaire

Is the event location a public parking lot, public park, or public space? _____ Yes _____ No

Will there be a fee charged for this event? _____ Yes, if so, how much _____ No

Will there be alcohol? _____ Yes _____ No

Will there be food trucks or vendors? _____ Yes, if so, how many _____ No

Will there be volunteers working the event? _____ Yes, if so, how many _____ No

Will there be live music or a DJ? _____ Yes, if so, list the DJ or band name _____

Will there be cooking or grilling on site that's not a licensed food truck? _____ Yes _____ No

Will there be inflatable bounce houses/ games at the event? _____ Yes, if so, list the quantity and type _____ No

Anticipated Attendance Total: _____ Anticipated Participants Total: _____

Road Closure Information: _____

Attach a detailed map of the proposed route if requesting a street closure for the event, attach a list of the adjacent business owners

Insurance

Events held on city property will require a certificate of insurance. The certificate of insurance must be submitted to City Hall at least 2 weeks prior to your event. The minimum policy amount must be \$1M per occurrence with a \$2M aggregate. The City of Gautier must be listed as an additional insured. (*City of Gautier 3330 Hwy 90 Gautier, MS 39553*)

Security

Gautier Police and Fire Department will review the details in this application and determine the need for security and public safety plan is needed. I understand that if Gautier Police and Fire Dept. determines that the event will need security/public safety plan, it will be the responsibility of the host organization to cover the cost.

Affidavit of Applicant

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Gautier Special Event Application. I understand that this application is made subject to the rules and regulations established by City policy. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I also understand that any deviation from this special event application will result in the special event application being revoked and the event canceled. I agree to pay all sales tax associated with this event. The City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this special event application permit. I agree to abide by these rules and further certify that I, on behalf of the Host Organization, am also authorized to commit to that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Gautier.

Name of Applicant/Host Organization: _____ **Title:** _____
Print

Applicant's Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date Rec'd: _____ Received By: _____

Event has been: Approved: _____ Disapproved: _____

Approval/Disapproval Authority _____ Date: _____