

City of Ludlow

SPECIAL EVENT PERMIT APPLICATION

Section 1: Applicant Information

Name of Applicant:

Address:

E-Mail Address:

Website:

Phone:

Fax:

Event Contact Person (if different from Applicant):

Mail Address:

Phone:

Organization Type: 501c3* For Profit Individual Other
*Proof of Status Must be Submitted with Application

Section 2: Event Information

Event Activities

Location: Park Plaza Parade Shelter

Name of Event:

Brief Description:

Date(s) of Event:

Hours of Event:

Hours with setup & breakdown:

Expected Total Attendance:

Prior Year Attendance (if applicable):

Activities to be Conducted:

Show/Performance Arts & Crafts Carnival Rides Music
Food & Beverages Games Fundraising Animals
Sporting Event/Competition Walk/Run Car Show
Other:

Is the event Co-Sponsored by the City? Yes No

Is the Event Open to the Public?	Yes	No
Admission Charge to the Public?	Yes	No
Alcohol Sold?	Yes	No
Alcohol Served?	Yes	No

Section 3: Insurance

Applicant must provide a certificate of general liability insurance naming the City of Ludlow as an additional insured for the date(s) of the event with a minimum comprehensive liability insurance of \$1,000,000.00.

Section 4: Additional Permits

If any other items below will be present and/or conducted at your event you will need additional permits. Please attach copies of any applicable permits or approvals to this application.

Alcohol: State and City ABC licenses are required in order to serve and/or sell alcoholic beverages.

The State temporary ABC License can be found at www.abc.ky.gov/pages/applications.aspx Contact the Kentucky Department of Alcoholic Beverage Control at 888-847-7222 with questions regarding this license.

Food Service: Temporary food service establishments (such as booths at festivals) must obtain a permit to operate and be inspected by the Northern Kentucky Health Department prior to opening. Additional information and applications can be found at www.nkyhealth.org/services/temporary-food.aspx or by calling 859-363-2012

Temporary Structures: Kentucky building code requires inspection and permitting of all temporary structures larger than 100 sq. ft. (10'x10'). This includes tents and stages. Contact Planning and Development Services of Kenton County at 859-331-8980 to obtain a permit and arrange for inspection.

Vendors: Occupational licenses are required for the sale of goods in the City. The applicant should contact the Kenton County Office of the License Inspector at 859-392-1440 to determine what type and how many occupational licenses are required

Section 5: Site Plan

Please attach a proposed site plan to this application. This is applicable for both fixed venues and moving events and should include a site map and additional written descriptions as needed.

Indicate exact number and placement of the following features, as applicable, along with the name and contact information of the provider:

- Restrooms Facilities&/or Portable Toilets

- Dumpsters & Trash Containers
- Picnic Tables
- Tents & other temporary structures
- Electrical Service
- Stage(s) or Other Performance Areas

Section 6: Clean Up

Applicant/Event Coordinator listed in Section 1 is responsible for clean-up and removal of debris from the event area and surrounding areas within 24 hours of the end of the event.

Section 7: Fees

Applicant shall pay a fee of one hundred dollars (\$100.00) per hour for use of the Plaza, with a minimum fee of five hundred dollars (\$500.00), with the submission of the application.

If the applicant uses the Plaza for more hours than contracted for, the Applicant shall be responsible for, and shall pay the City of Ludlow for, any additional fees for time used at the rate of one hundred (\$100.00) per hour.

The above fees shall not apply to a 501c3 Corporation

Additional Fees: Events that require the Police Department, Fire Department, clean-up of the event area, or other City provided services or equipment may incur additional costs that will be the responsibility of the applicant. If such cost are incurred, the applicant will be notified of the costs and will be responsible for reimbursing the City for those costs. The individual or organization listed in Section 1 will be billed for such services. Additional fees may also be required with any of the additional permits listed in Section 4.

Section 8: Terms & Conditions

The Applicant agrees to comply with all applicable laws, ordinances and regulations and any stipulations or restrictions of the permit, including payment of additional costs.

The Applicant agrees that for and in consideration of the use of public facilities, right-of-ways and city staff oversight and personnel involvement, the applicant/sponsor of the event shall indemnify and hold harmless the City of Ludlow, its employees, officials, and agents from any and all claims, damages, liabilities, injuries, losses and expenses arising from the issuance of the special event permit and any occurrence or incident at, or anyway related to the event.

The Applicant understands that this permit does not guarantee unilateral permission. There may be other permits, licenses or authorization necessary from other entities, depending on the type of event and activities conducted.

The undersigned verifies that, to the best of their knowledge, all information contained herein is true and accurate and agrees to these terms as outlined by the City of Ludlow.

AUTHORIZED REPRESENTATIVE SIGNATURE & TITLE

DATE