

I. Special Event Permit Application



Proposed Event: _____

Event Date: _____ Event Starts: _____ Event Ends: _____

➤ Applications must be submitted a minimum of 30 days in advance of proposed event

Type of Event: _____

(e.g. run, walk, biking, fundraiser, ceremony, holiday event, etc.)

Route or Event Location (Attach a map or drawing showing entire route or location): _____

Portion of roadway requested: _____

(e.g. sidewalk only, entire street, north half of street, etc.)

Describe Assembly Area: _____

Describe Disassembly Area: _____

Describe participants in event (Estimated attendance, animals, vehicles, etc.):

Will your event:

- | | | |
|--|--|---|
| <input type="checkbox"/> Require Road Closure | <input type="checkbox"/> Require Security / Sheriffs | <input type="checkbox"/> Charge Admission |
| <input type="checkbox"/> Serve Alcohol (must have liquor liability on insurance certificate) | <input type="checkbox"/> Serve Food | <input type="checkbox"/> Require Stages or other equipment on Public Property |

City Partner: Yes No

City Sponsored Event: Yes No

BLVD Association Sponsored Event: Yes No

City or Parks, Recreation and Arts Facility Required: Yes No

Certificate of Liability Insurance Required: Yes No

By my signature below, I hereby affirm that I have full knowledge of the provisions of the City of Lancaster's Municipal Code 12.08 and agree to comply with the requirements of said Code, located on the City's website at: <http://www.cityoflanasterca.org/about-us/departments-services/city-clerk/municipal-code>

_____ Name of Organization	_____ (Signature of Authorized Representative)
_____ Street Address	_____ (Print Name of Authorized Representative)
_____ City	_____ Date
_____ State	
_____ Zip	
_____ Non-Profit ID#	_____ Phone Number
_____ Federal Tax ID#	_____ Email
_____ On-Site Contact Person	_____ Cell Phone

Upon completion submit your application to:

City of Lancaster Administration
Andrew Noga – 661-723-6056
Email: Anoga@cityoflanasterca.org

FOR CITY USE ONLY

Application Received By: _____ Date: _____

Administration's Approval: _____ Date: _____
Phone: (661)723-6017

Risk Mgmt. Approval: _____ Date: _____

Insurance Req.: Yes No
Phone: (661)723-6015

BLVD Association Approval*: _____ Date: _____

Public Safety Approval: _____ Date: _____

Est. Service Charge for Sheriff's Deputies: \$_____ Account: _____
Phone: (661)723-6063

City Engineering Route Approval: _____ Date: _____

Est. Service Charge for Engineering Services: \$_____ Account: _____
Phone: (661) 723-6049

Parks, Recreation and Arts Approval: _____ Date: _____

Est. Service Charge for PRA: \$_____ Account: _____
Phone: (661)723-6077

Total Estimated Charganes for City Services: \$_____ Received: _____

*Approval Required for Special Events on the BLVD