

# 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:

Require Road Closure

Require Security / Sheriffs

Charge Admission

Serve Alcohol (must have liquor liability on insurance certificate)

Serve Food

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 State Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Non-Profit ID#

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Federal Tax ID#

\_\_\_\_\_  
Email

\_\_\_\_\_  
On-Site Contact Person

\_\_\_\_\_  
Cell Phone

***Upon completion submit your application to:***

City of Lancaster  
Parks, Recreation and Arts Department  
Pat Murphy – 661-723-6183  
Email: pmurphy@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 Charges for City Services: \$ \_\_\_\_\_ Received: \_\_\_\_\_

\*Approval Required for Special Events on the BLVD