

# 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 Administration

Terri Garner – 661-723-5859

Email: [tgarner@cityoflanasterca.org](mailto:tgarner@cityoflanasterca.org)

**FOR CITY USE ONLY**

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Application Fee Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

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