

Mark services to be used during special event

City Water

City Electricity/Gas



Office of Tax Administrator
Tammy M. Hanlon

Application for Special Event Permit-Sponsor

Welcome to the special event permit process! We are happy to have you as a part of our family of special events held within the City of Hazard every year. Please visit our website www.hazardky.gov for additional information including the City of Hazard Code of Ordinances. The special event ordinance can be found in Chapter 114 Miscellaneous Business Regulations, §114.04, Special Events.

We highly recommend that you, the event sponsor, contact the City Clerk, Linda Steele, (606) 436-3171, prior to submission of this application to determine if the public area which the special event is to be held is available on the specific day and time you are requesting. All special events are subject to availability of the premises on the day(s) requested. Submission of your special event application does not guarantee approval of the application or issuance of a permit.

We suggest you submit your special event application as soon as possible after the date(s) are selected and confirmed. Applications will be accepted no less than **thirty (30) days** prior to the beginning of the event.

Every sponsor of a special event must submit an application even if the sponsor is exempt from the permit fee.

Per City of Hazard ordinance, a special event sponsor is responsible for supplying each vendor with a vendor application and returning the vendor applications and required fees to the City no less that fifteen (15) business days, excluding weekends and holidays, from the start date of the event. Please send all vendor applications on the same day, packaged in the same container, addressed to;

Tammy Hanlon, Tax Administrator
City of Hazard,
P.O. Box 420,
Hazard Kentucky 41702

A special event permit allows a person or organization to host the special event. Additional permits, licenses, taxes and costs may be applicable to the special event. It is the responsibility of the sponsor of the special event to determine which additional

permits, licenses, taxes and costs may apply. Please feel free to ask us any questions, we are here to assist you so your event is a success!

This application must be accompanied by payment of the applicable, non-refundable, permit fee by check, cash or money order made out to the order of the City of Hazard.

<u>PERMIT FEE</u>		
<i>Category</i>	<i>Daily Attendance</i>	<i>Daily Fee</i>
Category A	1-25	\$25.00 per day
Category B	26-75	\$50.00 per day
Category C	76-125	\$75.00 per day
Category D	126-225	\$100.00 per day
Category E	226-400	\$125.00 per day
Category F	401-600	\$150.00 per day
Category G	600+	\$250.00 per day

No application will be accepted unless all of the information requested herein is submitted at the same time as the application. If a submitted application must be changed, only the sponsor may request the change, no less than 14 days prior to the event. The sponsor is responsible to pay an additional, non-refundable, fee of \$15.00 per each change requested. The change request fee must accompany the change request document to be paid by check, cash or money order made out to the order of the City of Hazard.

GENERAL INFORMATION

1) Is the Special event sponsor a Business, Individual, Government or Organization?
[Circle one]

2) Is the Business, Government or Organization officially organized? YES NO
If answered YES, name of State where officially organized _____

3) Is the Business, Individual, Government or Organization located within city limits
of the City of Hazard? YES NO

4) Does the Business, Individual, Government or Organization have a current City of
Hazard business license? YES NO

5) If a Business, Government or Organization, are you non-profit and tax-exempt?
 YES NO

If Yes, Please attach proof of current non-profit status.

6) Sponsor Name: _____

7) Sponsor Address: _____

8) Sponsor Telephone Number: _____

9) Sponsor Social Security Number or Employer Identification _____

10) Sponsor Date of Birth [if Individual]: _____

11) Sponsor Email Address: _____

12) Sponsor Website: _____

13) On-site Sponsor Contact Name: _____

14) On-site Sponsor Contact Mobile Phone Number: _____
[must be the active telephone number that the City may contact during day(s) of the
special event]

15) On-site Sponsor Contact Address [if different from the Sponsor address]:

16) On-site Sponsor Email Address: _____

17) Will there be advertising and promotion for the special event? YES NO

If YES, please provide a description of the type of advertising and promotion of the event, including what markets will be targeted and the frequency of the advertisements:

SPECIAL EVENT INFORMATION

18) Name of special event: _____

19) Please describe, in detail, the activity, entertainment, exhibits, concerts, performances and any other activities happening during the special event and the purpose of the special event:

20) What is the expected number of attendees, per day, of the special event?

21) What is the maximum number of attendees, participants and vendors that can be accommodated per day?

22) Does the event have a general admission or registration fee, if so, how much will be charged?

23) Date(s) of special event:

24) Date and time of set-up by the special event by the Sponsor:

25) Date and time of set-up by the vendors and/or other participants:

26) Date and time of sponsor and vendor clean-up and departure from special event premises:

Daily Time Schedule of Special Event

	<i>Sponsor Open</i>	<i>Public Open</i>	<i>Public Close</i>	<i>Sponsor Close</i>
Monday	am/pm	am/pm	am/pm	am/pm
Tuesday	am/pm	am/pm	am/pm	am/pm
Wednesday	am/pm	am/pm	am/pm	am/pm
Thursday	am/pm	am/pm	am/pm	am/pm
Friday	am/pm	am/pm	am/pm	am/pm
Saturday	am/pm	am/pm	am/pm	am/pm
Sunday	am/pm	am/pm	am/pm	am/pm

27) Location/Site of the Special event:

Please attach a drawing describing the Site Plan for the set-up of the Special event.

The Site Plan drawing shall contain, at minimum, the following information:

- a. Identify the property lines, adjoining streets, existing buildings and parking areas. Make sure to show the parking areas that will be used for the event and off-site/on-street parking areas available for parking during the event including handicapped parking areas;

- b. Location of entries and exits, ticket booth(s), tents, vendor booths/stands, temporary buildings and any other structure that will be temporarily situated on the premises;
- c. Location of other activities, including stages, seating areas, display areas, rides, fireworks, etc;
- d. Food/Beverage service locations;
- e. Location of restrooms, trash cans or other waste disposal containers, the sponsor service booth or contact area, lost child service area, first-aid tent, emergency services station and any other areas occupied by the sponsor;
- f. Location of lighting fixtures, generators or any other power service;
- g. Show site motor vehicle access (driveways, sidewalks, etc.) and provisions for pedestrian access and traffic control;
- h. Signage areas.

If the site plan changes, the sponsor is required to re-submit the amended site plan for approval.

28) State the traffic control plan including any street closures, detours, flaggers, and location of pedestrian traffic plan for ingress and egress:

If applicable, the event sponsor may have to obtain additional permission for street closures, detours, event parking and sidewalk usage/closures.

FOOD AND BEVERAGE

29) Please list the goods or services offered for sale or provided by the sponsor during the special event:

30) Will the sponsor offer food and beverages for consumption at the special event?
 YES NO

If YES, in addition to this application, you must contact the Perry County KY Health Department (606) 436-2196 to obtain the required permit. A valid permit must be

submitted to the City tax administrator prior to the set-up of the special event in order for the sponsor to be able to provide food and/or beverage.

31) Will the sponsor sell or offer any type of food/beverage or other natural product (soap, cosmetics, pet products, etc.) during the special event? YES NO

If YES, name the type or variety of food/beverage or product, where and by whom are such goods manufactured or grown, and how such goods are to be transported to the special event: _____

Please contact the KY Department of Agriculture (800) 327-6568 for information regarding presentation, serving and other requirements for providing food/beverage and natural products at a special event. If an additional permit is required by the KY Department of Agriculture, please present to the City tax administrator.

ALCOHOLIC BEVERAGES

32) Are Alcoholic Beverages being offered for sale on-site in closed containers by the sponsor during the special event? YES NO

33) Are Alcoholic Beverages being offered for sale for on-site consumption by the sponsor during the special event? YES NO

34) If YES to question 32 and/or 33, please submit your KY Department for Alcohol Beverage Control and City of Hazard license for the sale or consumption of alcoholic beverages.

Contact the KY Department for Alcohol Beverage Control (888) 847-7222 and the City of Hazard Alcoholic Beverage Control Officer (606) 436-2222 to determine if additional licenses for the temporary sale or consumption of alcohol at a special event are required.

35) Are Alcoholic Beverages being offered for sale on-site in closed containers by a vendor or participant during the special event? YES NO

36) Are Alcoholic Beverages being offered for sale for on-site consumption by a vendor or participant during the special event? YES NO

37) If YES to questions 32, 33, 35 and/or 36,
The special event permit fee for alcoholic beverages listed below is required to be paid by the sponsor at the time of submission of this application. The sponsor is responsible to pay this fee regardless if they or a vendor/participant are providing for the sale or consumption of alcoholic beverages at the event.

Special Event Permit Fee Alcoholic Beverages	
Alcohol Beverage-Closed Container Sales	\$100.00 per day
Alcoholic Beverage-On-site Consumption	\$200.00 per day

38) As the sponsor of the special event, if you or your vendor/participant are offering closed containers of alcoholic beverages for sale on-site and/or for on-site consumption, you must comply with all rules and regulations with regard to the sale and consumption of alcoholic beverages at a special event at your own cost. This includes, but not limited to, the cost of posting all signage associated with alcohol consumption health warnings, signage regarding the requirements for the purchase of alcohol and that open alcoholic beverage containers must only be consumed in the special event designated area. Additional signage shall be posted stating that any person may be denied service or ejected from the special event based on their consumption of alcohol. Do you understand and accept this duty and responsibility?

YES NO

VENDORS/PARTICIPANTS

39) Will the Special event have vendors/participants? YES NO

40) How many vendors/participants are expected to participate in the special event?

41) Are the vendor/participant paying the sponsor a fee or charge to participate in the special event? YES NO

If YES, please state the amount charged per vendor/participant, or submit the vendor fee schedule sheet with this application:

42) As special event sponsor, do you understand that you must submit all of your vendor/participant applications, at one time, in one package, no less than 14 days prior to the start date of the event including the vendor/participant fee? YES NO

43) Please list the goods or services offered for sale or provided by the vendors/participants during the special event (you may attach a separate sheet that can be updated until the last day of submission of the vendor/participant applications):

44) Will vendors/participants offer food and beverages for consumption at the special event? YES NO

If YES, as sponsor, you are responsible to require your vendors/participants to submit a valid permit with their application prior to the vendor/participant set-up of the special event in order to provide food and/or beverage.

45) Will vendors/participants sell or offer any type of food/beverage or other natural product (soap, cosmetics, pet products, etc.) during the special event? YES NO
If YES, name the type or variety of food/beverage or product, where and by whom are such goods manufactured or grown, and how such goods are to be transported to the special event:

As Sponsor, you are responsible to inform your vendor/participants to contact the KY Department of Agriculture (800) 327-6568 for information regarding presentation, serving and other requirements for providing food/beverage and natural products at a special event. If an additional permit is required by the KY Department of Agriculture, please tell your vendor/participant to present the permit in their application to the City tax administrator.

ADDITIONAL AMUSEMENTS

46) Are Transient Amusement Enterprises, such as amusement rides and carnival rides, at the Special event? YES NO

If YES, please present the Amusement Ride and Attraction Business Identification Number issued by the KY Department of Agriculture to the business the rides or attractions are being provided to the special event.

47) If YES to question 46,

The special event fee for Transient Amusement Enterprises listed below is required to be paid by the sponsor at the time of submission of this application. The sponsor is responsible to pay this fee regardless if they or a vendor/participant are providing for the rides and/or attractions; **Transient Amusement Enterprises, such as amusement rides and carnival rides; Additional fee of \$200 per day.**

- 48) Will your special event have fireworks? YES NO
- If YES, please contact the City of Hazard Fire Department (606)436-2345 and the office of the State Fire Marshall (502)573-1702 to obtain required permits. A valid permit must be submitted to the City of Hazard Fire Chief and City tax administrator in order for the Special event to perform a firework display.

INSURANCE

The sponsor of the special event shall provide general liability insurance coverage, a minimum of \$500,000.00 per occurrence, applicable to all persons in attendance at the special event, including the special event sponsor, agents, employees, invitees, or any person or business participating in the special event, including the City, law enforcement and other agent or employee of the City, against hazards for claims involving personal injury, bodily injury, property damage, damages, medical expenses, business expenses, other expenses and any loss or damages arising in tort or breach of contract or insurance contract or otherwise as a result of the special event including the indemnification of the City by the sponsor.

- 49) Do you have general liability insurance coverage applicable to the special event?
 YES NO
- If YES, please provide verification of the liability insurance by providing a certified copy of the policy. Per City of Hazard Code of Ordinance, sponsors are required to provide liability insurance for the event with the City of Hazard and all City of Hazard Officials listed on the policy as additionally insured.

HEALTH, SAFETY AND CITY SERVICES

50) Will you require trash, debris and/or waste collection service and/or containers?
 YES NO

If YES, please contact Rumpke Waste and Recycling at (877) 786-7537.

51) Will you require assistance with crowd control or additional security staff to assist with the special event? YES NO

If YES, please contact the City of Hazard Police Department (606) 436-2222 for assistance and guidance. The City of Hazard Police Department will provide a customary number of officers for normal service at the special event but in certain circumstances, especially special events that serve alcohol and those that include amplified entertainment will require a greater number of security staffing. The Police Department often have officers, on and off-duty, available for staffing the event at additional cost to the sponsor.

52) Will your special event require use of any City of Hazard utility services; water, gas, and/or electricity? YES NO

If YES, please contact City Manager, Grady Varney (606) 436-3171 to discuss your utility needs for your special event. If applicable, the City Manager has authority to

enter into a separate contract to supply the special event with the requested utilities with the cost of the utilities being the responsibility of the sponsor. Contact Tammy Hanlon, City tax administrator, for a copy of the City utility contract for special events form.

53) Do you have a contingency or back-up plan in case the weather or other conditions prevent your Special event from functioning as planned? YES NO
If YES, please describe the plan including the modifications and procedures that differ from the first plan for the Special event:

54) Has the sponsor or its agents or employees that are associated with the special event been convicted of any crime or misdemeanor? If so, name the offender, date of each offense, location of each offense, the nature of each offense and the penalty assessed for each offense:

55) Has the sponsor or its agents or employees that are associated with the special event who propose to handle food/beverage items been diagnosed with contagious or communicable disease? If so, name the person, disease, date of disease, treatment and *attach a certified statement from a licensed medical provider stating that the person is free of the disease and symptoms for at least 10 days prior to opening for business:*

56) As sponsor, do you agree to provide necessary services, including but not limited to, toilet facilities, first aid location, lost child station and other needed services specific to the type of special event held, and that the cost of these services will be the sole responsibility of you as the special event sponsor unless a written agreement between the City of Hazard and sponsor is entered into stating to the contrary? YES NO

57) As sponsor, do you agree to provide necessary services in order to clean up and any other service needed to return the public property to the same condition when the applicant/sponsor took possession of the public property at no cost to the City?
 YES NO

58) As sponsor, do you agree to apply for and comply with any and all federal, state, county and city laws and regulations? YES NO

59) As sponsor, do you agree if the participant(s), including vendors, fail to comply with all applicable permits, licenses, taxes, laws and regulations, that you, the sponsor, shall exclude the participant/vendor from the event and report the non-compliance to the City? YES NO

INDEMNIFICATION

By acknowledging and signing this application, as the applicant/sponsor of the special event, the sponsor agrees and shall indemnify and hold the City of Hazard harmless from any and all loss, liability and claim against the City of Hazard, City of Hazard employees, elected or appointed City of Hazard officials and City of Hazard agents and assigns, directly or indirectly arising out of the special event. In no event shall the City of Hazard be liable to the special event sponsor or any third party for any indirect, special, incidental, punitive, exemplary or consequential damages including, without limitation, those based on loss of revenues, profits or business opportunities, whether or not a party had or should have had any knowledge, actual or constructive, that such damages might be incurred.

Signature of the sponsor: _____

ACKNOWLEDGEMENT

I, applicant/sponsor, confirm that the information contained within this application, including any attachments, is correct. I understand that if the information provided herein is found to be false, the special event permit will not be granted and all monies paid to the City of Hazard will be forfeited.

As applicant/sponsor, I have read the City of Hazard Code of Ordinances applicable to my special event and on behalf of myself, as sponsor, including my associates, employees and agents, agree that we are informed of and agree to comply with the ordinances and all other applicable city, county, state and federal law. As sponsor, we fully understand our duties and responsibilities as sponsor of a special event within the City of Hazard.

Signature of the sponsor: _____

Print name: _____

Date: _____, 20__