

PROPOSAL

Permit to be Required for any Event to be located on City Streets

- Application must be filed a minimum of thirty (30) business days (excluding city holidays and weekends) prior to the day of the event
- Specific Date, Time, and Location must be included, along with Route Map or list showing streets and intersections in the route for the **walk, run, parade, or any other event requiring streets to be blocked and/or traffic to be rerouted.**
- Applications will be filed at the City Zoning and Planning office; Zoning will then distribute copies of the Application to all other City department heads for review no later than the end of the next business day. Distribution should be by email of the scanned application documents to each department head and one other person in each department to be named by each department head.
- Application is subject to denial or objection from any City department affected by the event due to:
 - conflict with other events
 - route plans deemed dangerous to participants and/or motorists
 - unreasonable demand on city resources
 - event plans that violate local, state or federal laws
 - any other specific problem with any aspect of the event plan.
- City departments must notify the Zoning office of any objections to the proposed event plan within three (3) business days after date of application with specific reason(s) for denial or objection.
- The Zoning office will contact the applicant and advise them of the denial within three (3) business days after there has been an objection stated by a City department.
- Event planners (applicants) have three (3) business days after notification of denial to file an amended application showing specific changes to address the problems; Zoning office must distribute the amended application to all city department heads by end of following business day.
- Two consecutive denials to one event (once for original event plan, and once for amended event plan) will cause the applicant to begin the process of application from the beginning at least thirty (30) business days before a new proposed event date.
- A maximum of two (2) attempts to gain approval (two original applications with an amended version of each) that result in denial will be accepted. Any event plan that is rejected after four versions will be permanently denied.
- All applications not approved as of ten (10) business days prior to the date of the event will be denied. Event planners will then have to start the process from the beginning with a new date at least 30 business days later.
- Event planners are responsible for posting route signs/guides and removing all posted materials after the event.
- No permanent markers or paint may be used to mark a route or location on the asphalt, curbs, street sign posts, or any other City property.
- Event planners are responsible for any damage done to City Property and/or public streets, as well as private property.
- Event planners may be required to show proof of liability insurance in accordance with City policy.
- No Processing Fee will be collected for Event Applications by City Board of Aldermen
- All events, including annual parades and festivals, must submit an application so that the specific date, time, and location information is available for preparation of manpower and resources by City Departments

City of Amory, Mississippi
Application for Event Permit

Instructions and Information for Applicants

This Application must be filed with the Zoning Office a minimum of 30 business days prior to the proposed day of the Event. Business days do not include City Holidays and Weekends.

All proposed Events are subject to approval by the City of Amory.

All details of the Event must be provided at the time the Application is filed.

Changes to the Event Plan after Approval by the City of Amory will result in the Permit being withdrawn and cancellation of the Event.

You will be notified within six (6) business days after the Application is filed of approval or denial of the Application. Failure to provide accurate contact information that results in the City being unable to reach the applicant within six (6) business days will result in denial and cancellation of the application.

An opportunity will be given to modify the Plan and an Amended Application must be filed within three (3) business days after Applicant is notified of denial.

If a final version of the Event Plan has not been approved as of ten (10) business days prior to day of the Event, the Application will be denied.

Event Planners may be required to show proof of liability insurance in accordance with City of Amory policies.

Event Planners are responsible for posting route signs/guides and removing all posted materials after the event.

No permanent markers or paint may be used to mark a route or location on the asphalt, curbs, street sign posts, or any other City property.

Event Planners are responsible for any damage done to City Property and/or public streets, as well as private property.

City of Amory, Mississippi

Event Permit Application

For Zoning Office Use Only	DATE RCVD:
NAME OR TITLE OF EVENT	
DATE APPROVED	
Date Denied	

Name of Event Planner / Applicant: _____	Name of Organization / Business Planning Event: _____
Home Address of Applicant: Street Address _____ City, State, Zip Code _____	Name of Alternate Contact Person for Event: _____ Telephone Number(s) for Alternate Contact Person: (____) _____ - _____ (____) _____ - _____
Telephone Number(s) for Applicant: (____) _____ - _____ (____) _____ - _____	Email Address for Alternate Contact Person: _____
Email Address for Applicant: _____	<input type="checkbox"/> Proof of Liability Insurance Attached

Name or Title of Event: _____	
Location of Event: _____	
<input type="checkbox"/> Check box to indicate you have provided a MAP for the Event, <i>-AND/OR-</i> FULL LIST showing Streets and Intersections involved in the Event. This information is REQUIRED for a Walk, Run, or Parade, or any Event that will cover more than one city block. Brochures are acceptable as long as they give specific information about the location(s) of the Event such as a map and/or street list.	
Date & Time Event to Begin: / / at a.m./p.m.	Date & Time Event to End: / / at a.m./p.m.
Number of People Expected to Participate and/or Attend the Event: _____	
Special Parking Requirements for the Event: _____ _____	
Other Special Requests for the Event: _____ _____ _____ _____	

Signature of Applicant: _____ Date: _____