

City of Amory, Mississippi

Event Permit Application

For Internal Use ONLY:	Date RCVD:
Name or Title of Event	
Date Approved	
Date Denied	

Name of Event Planner/Applicant/Individual:	Name of Organization/Business Planning Event (if applicable):
Home Address of Applicant: Street Address City, State, Zip	Name of Alternate Contact Person for Event: Telephone Number(s) for Alternate Contact: () - Type: () - Type:
Telephone Number(s) & Email for Primary Contact/Applicant: () - Type: () - Type: @	Email Address of Alternate Contact: INTERNAL OFFICE USE ONLY: Liability Insurance Needed? YES or NO (All runs, walks, events with jumpers....ask City Clerk if not sure) Proof of Liability Insurance Attached? YES or NO

Title of Event:	
OFFICE USE ONLY: Location of Event (Park, street, ..):	
Is event using a City of Amory Park in any way? If so, which one?	
<input type="checkbox"/> All facility/park applications have been filled out, signed, approved, and driver's license has been copied. <input type="checkbox"/> Check this box to indicate if you have provided a MAP for the event - AND/OR- a FULL LIST on a separate paper showing all streets and intersections involved in the event. This information is required for all walks, runs, parades, or any event that will cover more than one city block. Brochures for/from the event are acceptable if they are specific about location(s) including 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.
For RUN, WALK, or PARADE: What is the <u>EXACT START TIME</u> FOR THE RUN, WALK, OR PARADE? (not registration time) a.m./p.m.	
Number of People Expected to Participate in or Attend the Event:	Does this event require a Deposit (yes or no): <u>Deposit Paid (yes or no):</u> Date Paid:
Special Parking Requirements for the Event:	
If in City of Amory Park, power needed? Yes or No What will it be used for specifically?	
OFFICE USE: Contacted Brad Hale for review of reason for use?	
Other Special Requests for the Event:	
OFFICE USE ONLY SECTION Notify all Department Heads: <input type="checkbox"/> Police Department <input type="checkbox"/> Street Department <input type="checkbox"/> Sanitation <input type="checkbox"/> Fire <input type="checkbox"/> EMS <input type="checkbox"/> Utilities Marked on Event Calendar: <input type="checkbox"/> After approval contact event coordinator within 6 days after filed: <input type="checkbox"/> Event Modified w/n 3 days of notification? YES or NO Final event must be approved 10 business days prior to event.	

Signature of Applicant _____ Date: _____

City of Amory

Instructions and Information for Applicants Applying for Event Permit

Application filing instructions:

- This application must be filed with Parks and Recreation a minimum of **30 business days** prior to proposed day of the event. Business days *do not include* City of Amory holidays and weekends.
- Parks & Recreation will then distribute by the end of the next business day to all department heads for review. Review will include filled and signed application, all maps, and any other information needed.
- All proposed events are subject to approval by the City of Amory and may be denied for the following reasons:
 - Conflict with another event
 - Event plans that violate local, state, federal laws
 - Route plans deemed dangerous to participants and/or motorists
 - Unreasonable demand on City resources
 - Any other specific plan aspect problemCity Department heads must notify Parks and Rec within 3 business days of any objections.
- All details of the event must be provided at the time that the application is filed. Specific date, time, location, and route map or list of streets and intersections for the route for any walk, run, parade, or event requiring streets be blocked and/or traffic be rerouted.
- Changes to the event plan after original application 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 of Amory 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 file an amended application within three (3) business days after the applicant is notified of a denial.
- If a final version of the event plan has not been approved ten (10) business days prior to the day of the event, the application will be denied.
- Two consecutive denials to one event will cause applicant to begin the process of application from the beginning at least 30 business days before new proposed event date.
- Any event that has been rejected four (4) times will be permanently denied.
- NO processing fee will be collected for Event Applications by City Board of Alderman.
- 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.

Event restrictions and rules - Have your Event Permit on site of the event:

- Event planners may be required to *show proof of liability insurance* in accordance with City of Amory policies issued by the City Clerk.
- Event planners are responsible for posting route signs/guides and removing all posted materials after the event.
- **NO permanent or washable or non-permanent markers or paint of any kind** may be used to mark a route or location on the asphalt, curbs, street signs, street sign posts, grounds, or any form of City of Amory property.
- Event planners are responsible for any damage to City of Amory property and/or public streets as well as any private property damage.
- **All applications for use of any City of Amory parks, facilities, grounds, etc.** must be filed (time limits...) and abided by within the rules for those specific applications as specified by Amory Parks and Recreation Department. These rules are governed by the City of Amory Board of Aldermen and must be followed as stated.

City of Amory, Mississippi
Event Permit

This document confirms that _____
(Name of Event Planner)

has applied for and been approved to hold a

Walk Race/Run Parade Other

Specify type of event if checked other:

Title of Event: _____

to be held in the City of Amory on the _____ (day) of
_____ (month), _____ (year).

This event will be located at:

as described in the documents filed and accepted by the

City of Amory, Mississippi.

Signed: _____ Date: _____
Parks & Recreation Representative

Please note that barricades will be placed near intersections.
It is your responsibility to place them in approved locations.
It is also your responsibility to place them back
where you found them. Thank you.