



## Special Event Permit Application Information

We hope the following information will assist you with our application process:

- \* PLEASE CONTACT THE COMMUNITY DEVELOPMENT OFFICE TO DISCUSS THE PROPOSED EVENT PRIOR TO COMPLETING THE APPLICATION
- \* SPECIAL EVENT PERMIT APPLICATIONS MUST BE SUBMITTED AT LEAST 45 DAYS PRIOR TO THE EVENT
- \* APPLICATION FEE IS \$50.00

**Town of Clarkdale**

**Community Development Department-890 Main Street - 928-639-2500**





## Town of Clarkdale SPECIAL EVENT PERMIT APPLICATION

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### Alcohol Service

Are you requesting permission to serve beer or wine at the event?

If yes, provide name of licensed organization serving alcohol and liquor license number:

If yes, provide name of insurance carrier:

If alcohol is to be served or sold, provide a description of the required on-site security services:

### Food and Beverage Service

Describe any proposed food and beverage sales:

Will food be prepared on site?

What type of cooking equipment will be used?



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### Amplified Sound

Will amplified sound be used at the event?

If yes, include location of sound equipment and direction of sound system on the site plan.

**NOTE: Per Town Code, outdoor amplified sound for the special event shall not be permitted after 9:00 p.m. or before 10:00 a.m.**

### Electrical Requirements

Will electricity be used during the event?

If yes, list equipment type and number of amps needed.

### Street Closures or Use of Public Way

Are you requesting to alter normal traffic patterns for the event?

If yes, please describe:



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### Site Plan

Provide a detailed site plan including location of all temporary structures, location of promotional vehicles, location of cooking facilities, equipment, inflatables, signs, banners, stages, toilets, barricades, trash receptacles, recycle bins, and any other structures.



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### Parking Plan

Provide a parking plan indicating location of vendor/participant parking and event attendee parking.

**Please note: The required Hold Harmless Agreement Certificate of Insurance, per Town Code 8-5-7-C & D, must accompany this application.**