

**CITY OF HOT SPRINGS, ARKANSAS  
SPECIAL EVENT PERMIT APPLICATION**

Please complete the following application and submit to the City of Hot Springs, Public Works Department Office, 133 Convention Blvd., P.O. Box 700, Hot Springs, AR 71902, no later than **60 days prior to the requested event**. All applications are subject to approval by the Hot Springs Board of Directors pursuant to Ordinance No. 5549. **NOTE: PLEASE ANSWER EVERY QUESTION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

<p>1. Event sponsor contact information:</p> <p>Contact person: _____</p> <p>Contact telephone: _____</p> <p>Contact e-mail: _____</p> <p>Contact mailing address: _____</p> <p>Organization: _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> Non-profit (attach proof)</p> <p>2. Event name:</p> <p>3. What is the purpose or nature of this event and who is the primary target audience?</p> <p>4. What is the event <i>starting</i> date and time including time required for set-up?</p> <p>5. What is the event <i>ending</i> date and time including time required for tear-down?</p> <p>6. Will food or drinks be served or available at the event? <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>7. Describe the exact location of the event or parade route including the name and block number of all street segments involved and identification of those segments requested to be closed to general public use during the proposed event. Attach a map of the proposed route or location:</p> <p style="padding-left: 40px;"><input type="checkbox"/> No streets to be closed      <input type="checkbox"/> Broadway Entertainment District      <input type="checkbox"/> Exchange Street Entertainment District</p> <p>8. If you propose to have promotional signage within any public rights-of-way, please list the signage location, a description and dimensions of any such proposed direction or promotional signage.</p> <p style="padding-left: 40px;"><input type="checkbox"/> No signage</p> <p>9. Identify any parking lanes/spaces or other non-traffic areas within any public rights-of-way desired for concessions or other such uses including a description of the intended use.</p> <p style="padding-left: 40px;"><input type="checkbox"/> No concessions</p>
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10. What is the estimated number of participants, sponsors or units involved in your event?

11. What is the estimated number of persons or spectators expected to attend the event?

12. Will fees of any nature be charged for attendance or participation in this event, and, if so, what will the revenues from the event or parade be used for?

No fees will be charged

13. Describe assistance desired from city personnel, if any.

No assistance required

14. Provide a security plan including number and proposed location of all security personnel.

15. Please enclose a permit fee of **\$350.00** and a **\$250.00** security deposit. Permit fees are due upon filing of the event application but will be refunded should the permit not be approved. Security deposits will be refunded following the activity if all requirements of Ordinance No. 5549, as amended have been met. The city reserves the right to charge for damages to public property as required by Ordinance No. 5549, as amended.

16. The undersigned applicant, being the responsible party for this special event permit application, hereby acknowledges receipt of Ordinance No. 5549 and attests that he/she is fully aware of the requirements thereof including the provision of notification to residents within areas zoned residential and the special requirements related to events utilizing Whittington Avenue, if applicable. The undersigned applicant hereby agrees to be responsible for and remit the fees and costs as calculated pursuant to Resolution No. 6529.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Permit Fee Received \$350.00      Check No. \_\_\_\_\_

Security Deposit Received \$250.00      Check No. \_\_\_\_\_

Date \_\_\_\_\_