



CITY OF HOT SPRINGS ARKANSAS

SPECIAL EVENT PERMIT APPLICATION

Please answer every question. Incomplete applications will not be accepted or will be returned to the applicant. Submitting an application does not guarantee the application will be approved. All applications are subject to approval by the City of Hot Springs City Manager. Completed applications must be received no later than **60 days prior to the requested event.**

PLEASE PRINT CLEARLY!

SECTION 1 – EVENT SPONSOR CONTACT INFORMATION

Information about the person applying to have a special event or applying on behalf of an organization

Name:	Phone Number:
Address:	
Email Address:	
Organization: <input type="checkbox"/> Non-profit (attach proof)	

SECTION 2 – EVENT INFORMATION

Event Name:	
Purpose or Nature of Event:	
Primary Target Audience:	
Event Date (list each date if a multi-day event):	
Event Start Date and Time:	Event Set Up Date and Time:
Event End Date and Time:	Event Tear Down Date and Time:
Will Food or Drinks be Served or Available at the Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Exact Location of Event or Parade Route: Include the name and block number of all street segments involved and identification of those segments requested to be closed to general public use during proposed event. A map of the proposed route or location MUST be attached. <input type="checkbox"/> No Streets to be Closed <input type="checkbox"/> Bridge Street Entertainment District (NOTE: Use of Hill Wheatley Plaza requires separate approval from Visit Hot Springs.)	
Requested Street Closure Start Date and Time:	Requested Street Closure End Date and Time:
List the location, description, and dimension of any proposed directional or promotional signage to be used within any public rights-of-ways: <input type="checkbox"/> No Signage	

Identify any parking lanes/spaces or other non-traffic areas within any public rights-of-way desired for concessions or other such uses: Include a description of the intended use.

No Concessions

Will Need Parking Meters Bagged

Estimated Number of Participants, Sponsors, or Units:

Estimated Number of Attendees or Spectators:

Will Fees of any Nature be Charged for Attendance or Participation at the Event: Yes No

If yes, explain what the revenues from the event or parade will be used for.

Describe Assistance desired from City Personnel:

No Assistance Required

NOTE: Event organizers are responsible for obtaining, placing, and removing any barricades, if required.

The City of Hot Springs does NOT provide barricades.

Applicant is also responsible for contacting any City department from which assistance is required to coordinate services.

Provide a security plan: Include number and proposed location of all security personnel.

SECTION 3 – FEES AND REQUIREMENTS

Please read carefully before signing.

Liability Insurance Requirement Met: Attach proof, if applicable Yes No

Please enclose a \$350.00 permit fee 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.

The undersigned applicant, being the responsible party for this special event application, hereby acknowledges receipt of Ordinance No. 5549, as amended, 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 applicant is also responsible for notifying businesses of road and parking lot closures in the Entertainment District, if applicable.** The undersigned applicant hereby agrees to be responsible for and remit the fees and costs as calculated pursuant to Resolution No. 6960.

Applicant Signature:

Date:

City Manager Approval:

Date:

Submit completed application along with all fees to:

Public Works Department

111 Opera Street

Hot Spring, AR 71901

FOR OFFICE USE ONLY

Permit Fee Received \$350.00

Check Number:

Permit Fee Waived

Security Deposit Received \$250.00

Check Number:

Security Deposit Waived

Liability Insurance Required

Liability Insurance Waived