



# City of Park City KY

41 Mammoth Cave Avenue, Park City, KY 42160

PO Box 304, (270)749-5695

visitparkcityky.com

Mayor Larry Poteet, mayor@parkcity.ky.gov

Commissioners: Donna Scavo, Angelo Scavo, Mike Burgess & Gary Carroll

Fire Chief Ronnie Stinson

City Clerks-Karen Briggs & Amanda Johnson cityhall@parkcity.ky.gov

## Special Event Permit

Please complete this application and submit to ABC officer, Amanda Johnson by emailing or mailing to City hall at

City of Park City  
P.O. Box 304  
Park City, KY 42160

cityhall@parkcity.ky.gov

## Summary of Event

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Event Title: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Description: \_\_\_\_\_

## Event Organizer Information

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Organizing Agency: \_\_\_\_\_ Agency Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ On-Site Contact: \_\_\_\_\_

On-Sit Phone: \_\_\_\_\_ Billing Contact: \_\_\_\_\_

Billing Phone: \_\_\_\_\_

Agency Status: ( ) Profit ( ) Non-Profit ( ) Fundraiser / what cause?:

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## Secondary Permit Requirements

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Note: A special Event Permit does not negate the additional requirements of obtaining proper zoning, alcohol, tent, or other applicable permits. Please review "Special Event Instructions" for additional details.

Yes ( ) No ( ) is there an open vent? ( ) Public Property ( ) Private Property ( ) Parking Lot

Yes ( ) No ( ) Alcohol or beer on-site? ( ) Alcohol Sales ( ) Beer Sales ( ) Free Beverages

Yes ( ) No ( ) Concessionaires on-site? Number of food vendors: \_\_\_\_\_ Number of item vendors: \_\_\_\_\_

Yes ( ) No ( ) Food preparation on-site? ( ) Charcoal ( ) Electric ( ) Gas

Yes ( ) No ( ) Tents or stages on-site? If yes, what size? \_\_\_\_\_

Yes ( ) No ( ) Other Structures on-site? If yes, please explain: \_\_\_\_\_

Yes ( ) No ( ) Using a City Park? Name and Location: \_\_\_\_\_

## Mitigation of Impact

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Please describe your plan for cleanup and removal of waste and garbage during and after your event:

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## Insurance Information

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Organizations holding a Special Event Permit shall provide the City of Park City a current certificate of insurance complying specified insurance coverage and limits are prescribed by the City of Park City. The City of Park City shall be listed as an additional insured on the certificate. The insurance company shall have a minimum "A" rating to be acceptable. Liability limits: \$1,000,000 for general and liquor liability, if applicable.

Yes ( ) No ( ) Certificate of insurance Agency and Phone:

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If yes, please submit certificate. If no, please explain :

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## Hold and Harmless Agreement and Applicant Affidavit

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To the fullest extent permitted by law, \_\_\_\_\_ (Name of Organization) hereby agrees to defend, pay on behalf of, and hold harmless the City of Park City against any and all claims, demands, suits, losses, including costs connected therewith, for any damage which may be asserted, claimed, or recovered against from the City of Park City, its elected and appointed officials, employees, volunteers, agents, or all others working on behalf of the City of Park City, by the reason of personal injury, including bodily injury and death, and/ or property damage or intended wrongful act, including loss of use thereof, which arose out of the alleged negligence of \_\_\_\_\_ (Name of Organizing Agency) and/or in any way connected or associated with the event(s) known as \_\_\_\_\_ (Name of Event) which is being sponsored by \_\_\_\_\_ (Name of Organizing Agency)

Applicant declares all information submitted on this application is true and accurate. An application approval does not imply city sponsorship. Review the instructions for further information in reference to special events. Applicant will immediately notify the City of Park City of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. On behalf of the organizing agency, and all members thereof, applicant agrees to abide by all policies, procedures and instructions set forth or provided by the City of Park City, its staff, officers and designated agents, and will comply with all local, state and federal laws or regulations. I further certify that I, on behalf of the organizing agency am also authorized to commit that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Park City.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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For Official Use Only

Date Received: \_\_\_\_\_

The above Special Event is: ( ) Approved ( ) Denied

Approved by: \_\_\_\_\_ Date approved: \_\_\_\_\_

Other Notes:

