



Special Event Application

Please answer each question below and attach necessary documents regarding your request for street closures. Information must be submitted to City of Hodgenville's Mayor's Office within 45 days of the event. Once completed please submit to the Mayor's office. Approval letters have to be done and submitted to receive a State Highway permit.

1. Event Name: _____

2. Event Date/Times: _____

3. Event Organizer/Responsible Party Name, Address, Phone, Email, Day of Phone:

4. Sponsoring Organization:

5. Requested street closures (include map):

6. Specific Times for Street Closures & Event Time (if different):

7. Do you need Cones/Barricades? Please show where on map.

8. Is alcohol proposed to be sold during this event? If so, please attach permit information submitted to State and local ABC:

8. **IF** alcohol has been approved by City and State *and* submitted documents attached, please note the proposed area where the alcohol will be served and what areas you wish to allow it to be carried with corresponding map (specific street names, parking lots, vendor area, etc.):

9. Anticipated number of attendees and how this number is based. If based upon previous years, how was this calculated?:

10. Type (nature) of event:

11. You must attach a layout of event, particularly of streets that will be shut down.

12. You must attach a list of each vendor and business participating.

13. Do you need Trash Cleanup or will your Organization be cleaning up?

14. Do you need the Hodgenville Police Department for Traffic and/or presence?

NOTE: Please list any additional information on a separate sheet of paper. Unless prior arrangements are made with the City of Hodgenville, there will be a \$75.00 per hour charge per city laborer for any repairs, damages and/or cleanup that has occurred due to the event. **You must have liability insurance and the city must be listed as additional insured.**

Responsible Party Signature

Date of Application

Responsible Party Printed Name

Approved

Denied

Mayor Jim Phelps Jr.

Approved

Denied

Chief of Police, James Richardson

Application forwarded to:

Public Works Director

Alcohol Beverage Control

City Clerk