

CITY OF ST. FRANCIS

APPLICATION FOR SPECIAL EVENT THROUGH CITY

Permit Fee: \$25.00

Deposit: \$75.00

\_\_\_\_\_  
Date Paid/Filed with Clerk

\_\_\_\_\_  
Receipt Number

Please Check One:

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

- \_\_\_\_\_ Run
- \_\_\_\_\_ Parade
- \_\_\_\_\_ Bike
- \_\_\_\_\_ Walk

1. True and correct name, address, and telephone number of the person or organization seeking to conduct the event:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

2. If you are representing an organization, please list the authorized and responsible representatives of the organization, their addresses, and telephone numbers:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>

3. Please list the name, address, and telephone number of the event chairperson or coordinator and all persons who will be in charge of or responsible for the events conduct:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>

4. Duration of Event: \_\_\_\_\_

5. Assembly Time: \_\_\_\_\_

6. Assembly Location (by street/s) of description of assembly area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Starting Time:

\_\_\_\_\_

8. Starting Location:

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Termination Point:

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Route:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Number of Units (parade):

\_\_\_\_\_

12. Number of Entries (walk, run, bike):

\_\_\_\_\_

13. Will the parade/run/walk/bike occupy all or a portion of the width of the streets proposed to be traversed:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

Note: Your \$75.00 deposit or portion thereof will be refunded only if City personnel are not required to monitor the event. The fee may, however, exceed the \$75.00 deposit if extensive city assistance is required, i.e.: fire, police, etc. services.

**Approved By:**

Police Chief:

\_\_\_\_\_

Date

Fire Chief:

\_\_\_\_\_

Date