



**CITY OF ST. FRANCIS
APPLICATION FOR OUTDOOR EVENT PERMIT**

[§ 273-3(K) City of St. Francis Code of Ordinances

(Application must be made by the Class B or Class C License holder at least 30 days prior to proposed event)

Fees: \$100 Application Fee (Due at time of submitting application) + notification mailing costs (Due before Permit may be issued.)

Licensee's Authorized Representative Name(s)*: _____

Representative Mobile Phone Number(s) and Email(s): _____

*At least one authorized representative of the Licensee must be on site at all times during the proposed event, and the mobile phone number(s) listed must be the correct contact number(s) for each representative listed throughout the duration of the event.

Alcohol Licensee Name (and trade name if applicable): _____

Address of licensed establishment: _____

Date of Event**: _____

Event Start/End Times: _____

(**Per section 273-3(F)(2)(f) of the City Code, an Outdoor Event Permit when issued, shall apply to one particular twenty-four hour period between the hours of 10:00 AM and 10:00 PM on such date.)

Event Description: _____

A site plan, survey, or scale drawing depicting all of the following must be attached to this Application: (1) the area where the requested event will be conducted, (2) customer seating, (3) the location of musicians/performers, (4) the locations and orientations of loudspeakers.

Is the outdoor area where the proposed event is to be conducted entirely encompassed by the description of the licensed premises? Yes _____ No _____ [If "No", an Extension of Licensed Premises Application must also be submitted for the proposed event.]

Declaration: The undersigned, as the sole proprietor, partner, or designated agent of the Licensee, declares under § 273-3(H) of the City of St. Francis Code of Ordinances the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

In making this Application, the undersigned also represents that:

