

# CITY OF DANVILLE SPECIAL EVENT PERMIT APPLICATION

Any event (i.e. festival, concert, run/walk, art show, etc.) that uses, or will likely have a large impact on, public or City-owned property, such as streets or parks, requires a Special Event Permit Application. If you're the person or organization hosting or sponsoring an event you'll need to fill this out. This is information that we require in order to ensure that everything goes smoothly and safely.

## RULES & PROCEDURES

A complete application, including all fees and attachments, must be submitted to the Chief of Police at the Danville Police Department **no less than forty five (45) days** from the event date unless otherwise indicated below. It is important that you complete this application fully and include any extra attachments that may be necessary. **If not, approval of your application will be delayed or denied.**

Once we receive your application, appropriate fees, and any attachments, City staff will review all the information and make a recommendation of approval or denial to the Chief of Police. We might also make some changes or give a cost estimate for the use of City equipment and/or services. The Chief of Police will then approve or deny the application within seven (7) days of the staff recommendations.

For the complete details on rules and processes, including standards for approval and denial or how to appeal a denial, please see CDO Section 14-112, et seq. of the City of Danville Code of Ordinances.

## FEES

Based on the size and type of event you're having, a fee is required when you submit your application:

**Block Party Permit (\$25.00 fee):** Neighborhood gatherings confined to a block or a portion of a street where no alcohol is allowed, served or consumed on public property; less than 200 people. **(due 30 days prior to event)**

**Low Impact Permit (\$25.00 fee):** Events including, but not limited to, neighborhood picnics, social gatherings or meetings, small theatrical performances; no alcohol served; less than 1,000 people. **(due 30 days prior to event)**

**Medium Impact Event Permit (\$50.00 fee):** Events including, but not limited to, dances, animal shows, rallies, flea markets; no alcohol served; 1,000 - 2,500 people. **(due 30 days prior to event)**

**High Impact Event Permit (\$75.00 fee):** Events including, but not limited to, non-professional sporting events, circuses, carnivals with rides; no alcohol served; 2,500 - 5,000 people. **(due 45 days prior to event)**

**Special Impact Event Permit (\$100.00 fee):** Events including, but not limited to, Brass Band Festival, rock concerts, professional sporting events, fireworks displays; any event where alcohol is sold, served or otherwise available; 5,000 plus attending. **(due 90-120 days prior to event)**

**Additional Fees:** Events that require Police Department or Fire Department services, clean-up of the event area, or other City-provided services or equipment may incur additional costs that will be the responsibility of the applicant. If such costs are incurred, the applicant will be notified of the costs and will be responsible for reimbursing the City for those costs. The individual or organization listed in **Section 1** will be billed for such services. Additional fees may also be required with any of the additional permits listed in **Section 5**.

**Return Completed Applications To:**  
Chief of Police  
City Hall  
445 W. Main St.  
Danville, KY 40422

**For Questions Please Contact:**  
Tony Gray  
859-936-6847  
tgray@danvilleky.gov

# CITY OF DANVILLE

## SPECIAL EVENT PERMIT APPLICATION

### Section 1: Applicant Information

Name of Applicant: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Event Contact Person (if different from Applicant):

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Type:  Non-Profit  For Profit  Individual  Other: \_\_\_\_\_

### Section 2: Event Information

#### A. Event Activities

Impact Level:  Block Party \$25  Low \$25  Medium \$50  High \$75  Special \$100

Name of Event: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_ Hours with Setup & Breakdown: \_\_\_\_\_

Expected total attendance: \_\_\_\_\_ Prior year attendance (if applicable): \_\_\_\_\_

Activities to be Conducted:

- show/performance  arts & crafts  carnival rides  music  animals  
 food & beverages  games  fundraising  parade  fireworks  
 sporting event/competition  walk/run  
 other: \_\_\_\_\_

Is the event co-sponsored by the City?  Yes  No

Is the event open to the public?  Yes  No

Alcohol Served?  Yes  No

Alcohol Sold?  Yes  No

**B. Event Location**

**Site Map**

Attach a site map clearly showing where the event will occur and any requested street closures and/or parking restrictions. If applicable, also include a detailed site plan indicating the location of tents, stages, portable rest rooms, booths, fencing, etc.

List all locations and areas that will be used or affected by the event.

**1) Streets**

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Will these streets need to be closed? Yes  No

If yes, please list specific hours and locations of closures: \_\_\_\_\_

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Will there need to be parking restrictions on these streets? Yes  No

If yes, please list specific hours and locations of restrictions: \_\_\_\_\_

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Will sidewalks along these streets be blocked? Yes  No

**2) Parks**

Please contact the Recreation Dept. (859-238-1233) to check on the availability of parks and to acquire the proper permit. For park shelter rental please view our online shelter reservation system: [https://secure.rec1.com/KY/danvilleboyle-county-parks-recreation-department/catalog?fbclid=IwAR3obuP3LnuCSKNXouC\\_hKLXTGLii6jTFonAxHQBPioj6jRq9bMXavedFOs](https://secure.rec1.com/KY/danvilleboyle-county-parks-recreation-department/catalog?fbclid=IwAR3obuP3LnuCSKNXouC_hKLXTGLii6jTFonAxHQBPioj6jRq9bMXavedFOs)

For **Weisiger Park** near Boyle County Courthouse, please complete attached Weisiger Park Event Application.

**3) Private Property**

Is the Applicant the owner of the above property? Yes  No

If no, please attach permission from the property owner.

**Section 3: Notifications**

If street closures are requested the Applicant is responsible for giving written notification to any businesses and residents that will be affected by the closures. Please attach proof of such notification

Temporary or soft closures in which closures are manned to allow for through traffic during the event are exempt from this requirement.

#### **Section 4: Insurance**

*Applicants must provide a certificate of general liability insurance naming the City of Danville as an additional insured for the date(s) of the event. Liability limits are \$500,000 for low impact events and \$1,000,000 for medium, high, and special impact events. (MO 05-14-01-2018 sets the same limits for all events)*

#### **Section 5: Additional Permits**

If any of the items below will be present and/or conducted at your event you will need additional permits. Please attach copies of any applicable permits or approvals to this application.

- Alcohol:** State and City ABC licenses are required in order to serve and/or sell alcoholic beverages. The City temporary ABC license application can be found at <https://www.danvilleky.gov/211/Alcoholic-Beverage-Control-ABC>  
  
The State temporary ABC license can be applied for online at <https://abcportal.ky.gov/BELLEExternal>. Contact the Kentucky Dept. of Alcoholic Beverage Control at 888-847-7222 with questions regarding this license.
- Fireworks:** Fireworks require a separate "Application for Supervised Public Display of Fireworks" from the Kentucky Office of the State Fire Marshal which can be found at [https://ksfm.ky.gov/new\\_docs.aspx?cat=52](https://ksfm.ky.gov/new_docs.aspx?cat=52). Additional insurance is also required. For questions, contact the Danville Fire Dept. at 859-238.1211
- Food Service:** Temporary food service establishments (such as booths at festivals) must obtain a permit to operate and be inspected by the Boyle County Health Dept. prior to opening. Additional information can be found at <https://chfs.ky.gov/agencies/dph/dphps/fsb/FSDocs/tempreq.pdf> or by calling 859-236-2053.
- Temporary Structures:** Kentucky Building Code requires inspection and permitting of all temporary structures larger than 400 sq. ft. (20' x 20') with 3 sides; Canopy 700 sq ft (26.46 x 26.46) with no sides. This includes tents and stages. Contact the Boyle County Building Inspector at 859-238-1107 to obtain a permit and arrange for inspection.
- Vendors:** Occupational licenses are required for the sale of goods in the City. The applicant should contact the Codes Enforcement Department at 859-238-1200

#### **Section 6: Waste Management**

*The event organizer is responsible for cleaning the permitted special event area, disposing of waste/ recyclables, and returning the area to its original clean condition. If the permitted special event area is not clean upon arrival please contact the Special Event Coordinator at \_\_\_\_\_. Litter/trash shall be picked-up before, during, and after the completion of the event. It is the responsibility of the event organizer to ensure that there are sufficient number of trash receptacles located throughout the event site and that they are emptied during the event to prevent overflow. Following the event the organizer is responsible for proper clean up and disposal of all waste (trash, recyclables, etc.). City street trash receptacles are for pedestrian waste. Please do not dispose of event waste in city street trash receptacles. City street trash receptacles can be utilized during an event but must be lined with a trash bag and emptied during and after event.*

*To assist with waste and recyclables disposal at your event, organizers can choose from the following (Please confirm a waste and recycling collection and disposal plan has been coordinated by checking the appropriate box):*

- Contact Rumpke at [Covington@Rumpke.com](mailto:Covington@Rumpke.com) or by calling 1-800-828-8171 to speak with a Rumpke representative. The following equipment is available for your event: special event boxes and liners or rent rolling carts, container dumpster or compactors from Rumpke. Pricing information is available upon request. Rumpke emergency contact phone number is 859-250-9151.*
- Coordinate self-organized waste and recycling collection and disposal plan. Plan must be submitted prior to approval.*
- No waste collection and disposal plan is needed.*

**Section 7: Safety & Security**

Based on event details such as estimated attendance, location, time of event, availability of alcoholic beverages, and street closures, the Danville Police Department will make a determination as to if and how many officers are required for crowd and/or traffic control.

Any officers that are required can be hired through the **Danville Police Dept. (DPD)** with a three-hour minimum. You may request to use outside law enforcement officers, who are qualified to apply sworn law enforcement powers within the city, but still must comply with DPD's recommendations. The scheduling of all officers must be approved by DPD. Please note, if alcohol is to be sold, served, or consumed during the event on City property, security is required.

If street closures are requested, it is your responsibility to ensure that a 12-foot wide emergency lane, clear of any obstacles, is maintained for emergency and fire access. In addition to the Emergency Vehicle access, Tents 700 square feet and larger require a permit and inspection through the Boyle County Building Inspector's Office. You must also be mindful of any fire hydrant locations, as it is a violation of Danville Code of Ordinances to obstruct access to hydrants.

**Section 8: Terms & Conditions**

The Applicant agrees to comply with all applicable ordinances and regulations and any stipulations or restrictions of the permit, including payment of additional costs.

The Applicant agrees that for and in consideration of the use of public facilities, right-of-ways and city staff oversight and personnel involvement, the applicant/sponsor of the event shall indemnify and hold harmless the City of Danville, its employees, officials, and agents from any and all claims, damages, liabilities, injuries, losses and expenses arising from the issuance of the special event permit and any occurrence or incident at, or in any way related to, the event.

The Applicant understands that this permit does not guarantee unilateral permission. There may be other permits, licenses or authorization necessary from other entities, depending on the type of event and activities conducted.

The undersigned verifies that, to the best of their knowledge, all information contained herein is true and accurate and agrees to these terms as outlined by the City of Danville.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE SIGNATURE & TITLE

\_\_\_\_\_  
DATE

Official Use Only

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

Date Received: \_\_\_\_\_ Date Sent for Review: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Insurance Received: \_\_\_\_\_

Department Review: Attach any additional notes, recommendations, or other documents, including cost breakdown, conditions for approval, or reason for denial.

**Police**

Approved  Approved with Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Fire**

Approved  Approved with Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**DPW**

Approved  Approved with Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Recreation**

Approved  Approved with Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**City Manager**

Approved  Approved with Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Notes/ Conditions:** \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

