**[](https://www.sgcity.org/)**

**SPECIAL EVENT APPLICATION CHECKLIST**

**5500 West 700 South, Hurricane, Utah 84737**

Complete applications must be submitted to Legacy Park forty-five (45) days before the event is scheduled to take place. Applications submitted to Legacy Park less than forty-five (45) days will not be accepted by the County.

1. Complete Special Event Application and provide copy of advertisement for event.

2. Detailed Event Site Plan. Must include Street Names, Placement of Barricades, Road/Sidewalk Closures, Vendor/Merchant Parking, Vendor Booth Placement, Inflatables, Amusement Devices, Table Placement,

Portable Toilet Placement, Fencing, Tent(s) Placement, etc.

3. Security Plan. Must be approved by the Washington County Sheriff’s Office.

4. Proof of Insurance naming Washington County as additional insured.

5. Proof of Insurance for each Vendor naming Washington County as additional insured.

Insurance is required when the Vendor is vending at a County Facility or Park.

*(Please see the example insurance certificate for amounts of coverage and language required to be on the insurance certificate.)*

6. Temporary Sales Tax Number for Event and Vendors. Please contact State of Utah Special Event Tax Division -

210 North 1950 West, Salt Lake City, UT 84134, 801-297-6303.

7. Health Department Approval for Any Food Provided at the event.

Please contact Southwest Utah Health Dept. - 620 South 400 East #400, St. George, UT 84770, 435-986-2580.

8. Applicable Fees.

9. Other Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Process Information**

The application will be submitted to the event committee for their recommendation of approval. The applicant will be contacted by Legacy Park with comments/concerns from the event committee. Comments/concerns of the committee must be resolved by the applicant prior to approving the event application. Washington County Sheriff’s Office approval is required for Single Event Alcohol Permits. Questions, please contact Ginger Hall at 435-652-4000 or by e-mail at [ginger.hall@washco.utah.gov](mailto:ginger.hall@washco.utah.gov) or Susi Lafaele at 435-922-2766 or [susi.lafaele@washco.utah.gov](mailto:susi.lafaele@washco.utah.gov).

Rev. 01-10-2020

**APPROVALS:**

Park Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Fire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Conditions of approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Police: Please see the Security Plan Request Application for approval and conditions.

Other Staff Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Rev. 01-10-2020

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

Insurance Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPECIAL EVENT

APPLICATION

[](https://www.sgcity.org/)

Legacy Park Phone: 435-652-4000; 435-922-2766

5500 W. 700 S. Email: [ginger.hall@washco.utah.gov](mailto:ginger.hall@washco.utah.gov)

Hurricane, UT 84737 [susi.lafaele@washco.utah.gov](mailto:susi.lafaele@washco.utah.gov)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **TYPE OF ACTIVITY** *(check all that apply):* | |  |  | Training Event | Festival | | Barrel Racing | Rodeo | Sporting | Dog Show | Fundraiser | Religious | | Roping/Sorting | Expo | Dance | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |   *Please print or type*  **EVENT NAME:** | | | |
| 1. **Location of Event:** | | | |
| 2. **Name of Organization:** | | | |
| 3. **Date(s) of Event: Start Date: Start Time:** | | | |
| 4. **EVENT DETAILS:** | | | |
| **Event** | **Date(s):** | **Start time:** | **End time:** |
| **Set-up** | Date(s): | Start time: | End time: |
| **Clean-up** | Date(s): | Start time: | End time: |
| **Is this a Recurring Event? If yes; daily, weekly or other?** | | | |
| **Is this an Annual Event? If yes; same date and place?** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5. **PARTICIPANTS** |  | | | |
| Number of participants expected: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Number of Volunteers/Event Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Open to the Public | | | Private Group/Party | |
| *If event is open to the public, is it:*Entrance Fee/Ticketed Event;  Fee for Participants;  Free. | | | | | | |
| 6. **APPLICANT INFORMATION** | | | | | |
| **Name of Applicant:** | |  | | | |
| **Address:** | |  | | | |
| **Day Phone: Cell/Other:** | | **E-mail:** | | | |
| **Mailing Address (if different):** | | | | | |
| **Event Web Address (if applicable):** | | | | | |
| **Alternate Contact For Event:** | | | |  | |
| **Day Phone: Cell/Other:** | | **E-mail:** | | | |

7. **VENUE** *(check all that apply)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TYPE OF ACTIVITY** *(check all that apply):* | |  |  |  |  |
| Outdoor Arena | Grafton |  |  |  |  |
| Indoor Arena | Harmony | Covered | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

8. **VENDORS/FOOD/ALCOHOL** *(check all that apply)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Yes  No **Are Vendors/Merchants selling products or services?** | | | | | | | | | | | | |
| **If yes,** Temporary Sales Tax Numbers are required from the Utah State Special Event Tax Division 801-297-6303 | | | | | | | | | | | | |
| Yes  No **Is Food available at the event?**  **If yes,** Is the food *(please check all that apply)*  Given away/pre-packaged  Catered by restaurants/vendors  Prepared on site  Events which have food MUST buy out Legacy Park’s concessionaire  Events which have food available must contact the SW Utah Health Department for approval 435-986-2580 | | | | | | | | | | | | |
| Yes  No **Will Alcoholic Beverages be available at the event?**  Fenced-in Beer Garden  Selling, Serving, Giving Away Alcohol at an event requires local consent from Washington County Commissioners, City of Hurricane, Washington County Sheriff’s Office, and State of Utah Department of Alcoholic Beverage Licensing approval (801-977-6800). | | | | | | | | | | | | |
| 9. **TENTS/STAGES/STRUCTURES** *(include details on site map)* | | | | | | | | | | | |  |
| Yes  No **Tents/Pop-up Canopies?**  **How many Tents/Pop-up Canopies will be used for the event?** \_\_\_\_\_\_\_\_\_  **Dimensions of Tents/Pop-up Canopies:** \_\_\_\_\_\_\_\_\_\_\_\_  All Tents/Pop-up Canopies require Inspections from the Hurricane Valley Fire Marshall 435-635-9562 | | | | | | | | | | | | |
| Yes  No **Temporary Stage?** | | | | | **Dimensions of Stage:** \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **Description of Tents/Canopies/Stage, etc.:** | | | | | | | | | | | | |
| 10. **SITE SETUP/SOUND** *(check all that apply - please include details on site map)* | | | | | | | | | | |  | |
| **Fencing/Scaffolding** | | | | | *(must obtain privately)* | | | | | | | |
| **Barricades** | | | *(must obtain privately)* | | | | | | | | | |
| **Portable Sanitary Units** | | | | *(must obtain privately)* | | | | | | | | |
| **Inflatable/Bounce House(s)** | | | Generator(s) & Certificate of Liability Insurance **are required**  *(must obtain privately)* | | | | | | | | | |
| **Music** | *If yes, check all that apply:* | | | | | **Acoustic** | | **Amplified** | | | | |
| **PA/Audio System** | | **Type/Description:** | | | | | | | | | | |
| **Fireworks / Fire Performances / Open Flame** | | | | | | | Requires approval from Hurricane Fire Dept. 435-635-9562 | | | | | |
| **Propane/Gas On-site** | | | | | | | | | Requires approval from Hurricane Fire Dept. 435-635-9562 | | | |
| **Trash/Recycle Bin coordination On-site** | | | | | | | | | | WCSW 435-673-2813 | | |

11. **ROAD & SIDEWALK USE** *(please include details on site map)*

|  |  |  |
| --- | --- | --- |
| Yes  No **Will Roads & Sidewalks Be Used?**  Yes  No **Are you requesting Road &/or Sidewalk Closures?** | | |
| **Sidewalk Use** | **Location:** | Will stay on sidewalks and follow pedestrian laws. |

12. **COVID-19**

Licensee must adhere to all COVID-19 precautions as directed by the Southwest Utah Public Health Department, Washington County and the State of Utah. This may include temperature checks, face masks, observing physical distance, regularly cleaning high touch point areas, promoting healthy hygiene including frequent hand washing.

Yes  No

By submitting a signed application, the applicant certifies that falsifying any information on this application constitutes cause for rejection or revocation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Applicant’s Name [PRINT] |  | Applicant’s Signature |  | Date |

EVENT DESCRIPTION

PLEASE DESCRIBE YOUR EVENT IN DETAIL; ADD ANY ADDITIONAL INFORMATION OR PAGES.

* *Please be sure to include any elements of your event that will help with the approval of the event.*

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

DETAILED SITE PLAN/MAP

PLEASE INCLUDE [OR ATTACH] A DETAILED SITE PLAN AND/OR ROUTE MAP. COMPUTER OR HAND-DRAWN SITE PLANS ARE APPROPRIATE. *Be aware that if you are faxing a map, many elements may not be visible.*

Your map should include:

* The names of streets, placement of barricades, and/or road/sidewalk closures
* The areas where participants and vendors/merchants will park
* Vendor and booth placement, tables, etc.
* Portable toilets, fencing
* Location of information booth, lost and found booth
* Stage, tents and materials, storage, inflatable amusement devices, table placement, etc. used in the event.

**North**

Date Received Vendor List:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



VENDOR LIST

**EVENT NAME:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT PHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT DATE(S):** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **EVENT LOCATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VENDOR INFORMATION

Please provide the following information for all vendors. If more room is needed, please use additional sheet.

Special Event Tax Numbers are required for each Vendor, 801-297-6303. Those Vendors selling, giving away, or preparing food on site are required to obtain approval from the Southwest Utah Public Health Department, 435-986-2580.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Vendor Name** | **Vendor Phone #** | **Product or Service to be offered at Event** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
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| 9 |  |  |  |
| 10 |  |  |  |

**Approval with Comments:**

Rev. 01-10-2020

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

Police Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All questions must be answered completely or application will not be considered. Please allow TEN (10) days for approval. Together with this application, please provide a written Security Plan.

SECURITY PLAN

APPROVAL REQUEST FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT NAME:** | | | |
| **Event Location:** | | |  |
| **Type of Event:** | | |  |
| **Date of Event:** | | **Hours of Event:** | |
| **Number of Expected Attendance:** | | **Occupancy Load:** | |
| **Name of Applicant:** | | |  |
| **Address:** | | |  |
| **Day Phone:** | **Cell/Other:** | | |
| **E-mail:** | | | |

**Name of On-site Point of Contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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I understand that falsifying any information on this application constitutes sufficient cause for rejection or revocation of the Special Event Application. I also understand that the Sheriff’s Office may require additional information as permitted by Ordinance, and also agree to supply the same.

**Applicant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved Denied**

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Deputy Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name and Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_