

CITY OF AUBURN
SPECIAL EVENT PERMIT APPLICATION – NON ALCOHOL

REQUIRED WITH THIS APPLICATION:

1. Provide a map of the area where the event is to be held (actual photograph or hand drawing accepted)
2. Provide a letter from the owner of the premises giving consent for the event
3. Include a pre-approved security plan from the Auburn Police Chief. Auburn Police Chief must sign and date below:

AUBURN POLICE CHIEF SIGNATURE _____ DATE: _____

4. A check or money order for the appropriate fee (\$25.00 for event fee)
5. A copy of your current Certificate of Insurance must be provided to the City of Auburn prior to the event date.
6. By signing this application below, you and all parties involved with your event understand that alcohol is **prohibited** at this event.
7. **PLEASE NOTE:** This completed application must be received in the Auburn City Office during normal business hours (Monday-Friday, 7:30am-4:00pm) at least (21) twenty-one calendar days prior to the first date of issuance of the license or a \$50.00 late fee will apply. **NO APPLICATION WILL BE ACCEPTED LESS THAN 5 DAYS PRIOR TO THE EVENT.**

SPECIAL EVENT INFORMATION:

Business Contact Name & Number _____

Event Address _____

Provide DATES and TIMES _____

Purpose of Event _____

Describe event area:
(Map required showing area to be closed / barricade locations)

Anticipated size of this event? _____

Are utilities needed (water, power etc)? _____

Is City equip required? (Picnic tables, electrical boxes etc)? _____

Is Police presence requested? _____

Is a noise permit needed? IF YES, provide the times when amplified sound will BEGIN and END _____

MANAGER AND SECONDARY CONTACT INFORMATION

Business Contact Signature _____ Phone _____

Secondary Contact name _____ Phone _____

For Office Use Only:

Mayor's Approval _____ Date: _____ Denied: _____ Denial Date: _____

Date Paid: _____ Amount Paid: _____