



City of Henderson Special Event Permit Application

Submit application to City
Manager's Office a minimum
of 90 days prior to Event

APPLICANT INFORMATION

Applicant Name: (Primary Contact)					
Address:			Email Address:		
City:			State:	Zip Code:	
Phone: Please list the Primary Contact's phone numbers.	Day:			Cell :	
	Night:			Fax:	
Sponsor Name: (Organization)					
Address:					
City:			State:	Zip Code:	
Please attach a list of the name, address, and telephone numbers of the sponsoring organization's authorized representatives.					
Event Coordinator: (If different than applicant)					
Address:			Email Address:		
City:			State:	Zip Code:	
Phone: Please list the Event Coordinator's phone numbers.	Day:			Cell :	
	Night:			Fax:	

EVENT INFORMATION

Event Name:					
Event Location:	If City Park, indicate which park by name.				
Event Type:	<input type="checkbox"/> Festival/Event <input type="checkbox"/> Entertainment <input type="checkbox"/> Parade <input type="checkbox"/> Rally/Demonstration <input type="checkbox"/> Walk/Run/Bike <input type="checkbox"/> Block Party <input type="checkbox"/> Games/Rides <input type="checkbox"/> Competition/Tournament <input type="checkbox"/> Other _____				
Event Description: Give brief description of the event below: <hr/> <hr/> <hr/>					

Event Name: _____ Dates: _____

EVENT INFORMATION

(CONTINUED)

Event Duration: Dates the event will be in operation.	Starting Date:	Day of Week: _____/_____/_____	Ending Date:	Day of Week: _____/_____/_____
Is this a new event? <input type="checkbox"/> Yes <input type="checkbox"/> No Total Attendance: _____ Peak Attendance: _____		Hours of Operation If event lasts more than 3 days please submit additional hours of operation.		
		Start		End
		Day 1:	_____:_____ M	_____:_____ M
		Day 2:	_____:_____ M	_____:_____ M
Day 3:	_____:_____ M	_____:_____ M		

Site Preparation: This is the time it will take to prepare the site. It is presumed that streets &/or sidewalks must be closed in order to prepare the site. If same time as event enter starting date and time of event.	Starting Date	_____/_____/_____	Time	_____:_____ M
Dismantling & Cleanup: This is the time it will take to dismantle & clean up the event site. It is presumed that streets &/or sidewalks must be closed in order to dismantle & clean up the site. If same time as event enter ending date and time of event.	Ending Date	_____/_____/_____	Time	_____:_____ M

Event Features: Check all the needs, services or features that will be part of the event.

- | | | |
|--|---|---|
| <input type="checkbox"/> Fireworks Display | <input type="checkbox"/> Carnival Rides | <input type="checkbox"/> Street Closing(s) |
| <input type="checkbox"/> Emergency Medical Service | <input type="checkbox"/> Tent(s) * | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Security | <input type="checkbox"/> Shelters | <input type="checkbox"/> Temporary Electrical Service |
| <input type="checkbox"/> Restroom Facilities | <input type="checkbox"/> Amplified Sound, Band ** | <input type="checkbox"/> Vendors |

Other: _____

* Tent/Temporary Structure Requires Utility Locator (Call 811)

** Requires Noise Variance

Will an admission/entry fee be charged: Yes No If Yes, how much: \$_____

Is the Event: Charitable Proof of 501c3 non-profit status must be submitted with the Application.

Does event request alcoholic beverage sales/consumption on City of Henderson property?: Yes No
(If yes, the Special Event with Alcohol Permit Application must be submitted upon receipt of the City and State ABC Temporary Licenses, along with required proof of Liquor Liability insurance not less than 14 days prior to event.)

RAIN / CANCELLATION POLICY

Is there a rain policy for your event? If yes, please give a brief description:

Event Name: _____ Dates: _____

SECURITY, SAFETY AND SITE PLAN

It is the responsibility of an event coordinator to provide adequate security for an event, and to ensure that an adequate number of security personnel are present to manage the expected size of the event's crowd. Security must include proper crowd control. Depending on the size and nature of your event, it may be necessary to provide emergency medical services for the event patrons.

Will trained medical staff be on-site during event hours? Yes No (Provided by: _____)

Please attach a detailed Security & Safety Plan: Including the number of private security personnel, the name of organization providing security personnel and types of security being provided i.e., gate, stage, money handling, etc., emergency medical assistance provider and contact information, if applicable.

Will trained security staff be on-site during event hours? Yes No (Provided by: _____)

Please attach a Proposed Site Plan to this application. This is applicable for both fixed venues and moving events and should include a site map and additional written descriptions as needed.

Indicate exact number and placement of the following features, as applicable, along with the name and contact information of the provider:

- Gate(s) / Official Entrance(s)
- Restroom Facilities &/or Portable Toilets
- Stage(s) or Other Performance Areas
- Dumpsters & Trash Containers
- Sign / Barrier Placement
- Electrical Service
- Vendor Booths and Type(s)
- Event Production Tent(s) / Trailers
- Command / Communication Center
- Fencing
- Picnic Tables
- Street Barricades
- Security / Emergency Medical Facility
- Tent(s) &/or Other Temporary Structures
- Event Headquarters
- Money Rooms

If your event involves road closure, a parade, other procession, or more than one location, please attach a **Route and Traffic Plan**, including the proposed route, street closures and proposed barricade locations, if applicable.

CLEAN-UP PLANS & PROCEDURES

Any event coordinator holding an event on a City street or any business or residential right-of-way is responsible for clean-up and removal of debris from affected property.

Please attach a detailed Clean-up Plan: Including name(s) and contact information, including cell phone number(s) of individuals and group(s) responsible for cleaning during and after the event.

REQUIRED DOCUMENTATION

Submitted _____

Proof of 501c3 non-profit status, if applicable, must be submitted with the Application

Proof of Occupational License, if required, must be submitted with the Application

Certificate of General Liability Insurance* with the City of Henderson named as additional insured

(Every special event applicant must procure and maintain at their expense general liability insurance with a limit of not less than \$1,000,000 per occurrence for the entire length of the event from set-up to break-down. A Certificate of Insurance naming the City of Henderson as Additional Named Insured is required and must be submitted a minimum of 30 days prior to the first day of the event set-up.)

Event Name: _____ Dates: _____

REQUIRED SIGNATURE

Hold Harmless Clause: Applicant/Event Coordinator shall save and hold the City of Henderson harmless from and against all liability, claims and demands on account of personal injuries (including without limitation to the foregoing worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be caused, by the negligence of the permit holder or the City of Henderson; or by any agents or employees of any of the foregoing; or by accident; or otherwise.

The undersigned agrees to the terms of the agreement as outlined by the City of Henderson.

The applicant ensures compliance with the following:

1. The observance of all applicable laws and ordinances;
2. Any stipulations or restrictions of the permit;
3. The applicant assumes any and all liabilities that may arise by the street closing and the related activity;
4. Barricades must be removed immediately after any event is over to ensure that city streets and right-of-ways are re-opened as soon as possible;
5. No person shall possess or have on his person any alcoholic beverages in any public areas in the community.

Permit applied for and all terms and stipulations agreed to by:

_____/_____/_____

Signature of the agent duly authorized by the event application to bind it

Date

For City Manager's Office Use Only

Department Transmittal:

Received By: _____ Org. List Security, Safety & Site Plan Parks Police Public Works Gas

Date: _____ Clean-up Plan 501c3 Occ. Lic. Ins. Cert. Finance HART Fire HR Codes

PER ARTICLE III, CHAPTER 17, SECTIONS 45-62 OF THE CITY OF HENDERSON, KENTUCKY CODE OF ORDINANCES

The herein named permittee subject to the laws, and regulations of the City of Henderson

is not authorized to engage in the special event as herein defined.

is authorized to engage in the special event as herein defined and must be accompanied by a Letter of Permit identifying any special conditions. A separate Special Event with Alcohol Permit with Letter of Permit is required for the sale or consumption of alcohol on City owned property.

Date

City Manager

This permit does not constitute a vested right and may be revoked at any time pursuant to law.

Special Event Permit Application without Alcohol

STOP HERE

Only submit the first four pages of the Application along with the required documentation.

Special Event Permit Application with Alcohol

The Special Event with Alcoholic Beverage Permit and the Special Event with Package Alcohol are in addition to and a supplement of the Special Event Permit for certain events meeting the specific criteria as defined per Article III, Chapter 17, Sections 45-62 of the City of Henderson, Kentucky Code of Ordinances relating to Special Event Permit with Alcohol.

If beer, wine or liquor will be sold, served and consumed on public property at an event, a Special Event with Alcoholic Beverage Permit must be obtained along with the appropriate licenses from both the City of Henderson Alcoholic Beverage Control and the Kentucky Alcoholic Beverage Control. All individuals who will be serving alcohol at the event on public property must provide proof of completion of Server Training in Alcohol Regulations (STAR). If beer, wine or liquor will be sold on private property no Special Event with Alcohol Permit is required, only the appropriate temporary alcoholic beverage licenses must be obtained.

If beer, wine or liquor will be sold by the package only and not consumed on public property at an event, a Special Event with Package Alcohol Permit must be obtained along with the appropriate Kentucky and/or City Alcoholic Beverage Control license(s).

Per state statute an applicant must be at least twenty-one (21) years of age and a resident of the Commonwealth of Kentucky to obtain an Alcoholic Beverage Permit. The sale and service of beer, wine and/or liquor is required to have appropriate insurance and the Special Event with Alcoholic Beverage Permit **and the Special Event with Package Alcohol** requires liquor liability insurance in the minimum limit of \$1,000,000 per occurrence with the City of Henderson named as Additional Insured.

For further information regarding alcoholic beverage permits, please contact:

City:
Alcohol Beverage Control Officer
1990 Barrett Court
Henderson, KY 42420
270.831.1295
hpdpermits@cityofhendersonky.org

State:
KY State Alcoholic Beverage Control
1003 Twilight Trail
Frankfort, KY 40601
888.847.7222
ABC.Info@ky.gov

All special events with alcohol must be in compliance with all City of Henderson and Kentucky Alcohol Beverage Control laws and regulations.



Special Event Permit Application With ALCOHOLIC BEVERAGE LICENSE

Special Event with Alcoholic Beverage Permit Application Process

1. Submit a completed Special Event Permit Application along with the required documentation (including but not limited to: list of Sponsoring Organization's Authorized Representatives; Site Plan, Security & Safety Plan; Clean-up Plans & Procedures; Proof of Non-profit status, if required; General Liability Insurance Certificate of Insurance with City named as additional insured).
2. The executed Permit and Letter of Permit listing any special conditions will be returned to you and distributed to the proper City departments; or a letter of denial will be forwarded to you.
3. The fully executed Permit and Letter of Permit may be used to submit to the state and local ABC administrators for application of temporary Alcoholic Beverage License(s).
4. If alcohol will be consumed on the premises, submit the Special Event with Alcohol Permit Application at least 30 days prior to the first day of alcohol sales/service. The required supporting documentation (including but not limited to: copies of both the City and State Alcoholic Beverage Control Licenses; and Liquor Liability Insurance Certificate of Insurance with City named as additional insured; site plan with alcohol security plan detailing the area where alcohol will be served and consumed) must be submitted at least 14 days prior to the first day of alcohol sales/service. Any special event where alcohol will be consumed must have the area where alcohol will be served and consumed enclosed with security at each point of entry and exit, and the enclosed area must be restricted to individuals age twenty-one (21) or over.
5. If alcohol will be sold only by the package with no consumption on premises, submit the Special Event with Alcohol Permit Application at least 30 days prior to the first day of alcohol sales along with a copy of the appropriate Alcoholic Beverage Control License(s). No separate site plan is necessary for package only sales.
6. The executed Permit and Letter of Permit for a Special Event with Alcohol will be returned to you and distributed to the proper City departments.



City of Henderson
Special Event With ALCOHOLIC BEVERAGE
Permit Application

**Submit application to City
 Manager's Office a minimum
 of 30 days prior to Event**

Event Name:				
Event Location:	(Will any of the wet zone area requested include any of Water Street?) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dates of Temporary Alcoholic Beverage License:	Starting Date:	Day of Week: _____/_____/_____	Ending Date:	Day of Week: _____/_____/_____
Attach a detailed site plan depicting the boundaries of the enclosure where alcohol will be served and consumed; the controlled entry/exit locations; and a description of the enclosure.		Hours of Operation When Alcohol Will Be Served If event lasts more than 3 days please submit additional hours of alcohol sales.		
			Start	End
		Day 1:	_____:_____ M	_____:_____ M
		Day 2:	_____:_____ M	_____:_____ M
Day 3:	_____:_____ M	_____:_____ M		

REQUIRED DOCUMENTATION

Submitted _____

Copies of City and State Alcoholic Beverage Control Temporary License

(Must be submitted a minimum of 14 days prior to alcohol service)

Certificate of Liquor Liability Insurance* with the City of Henderson named as additional insured

(Every special event with alcoholic beverage applicant must procure and maintain at their expense liquor liability insurance with a limit of not less than \$1,000,000 per occurrence for the entire length of the sale of alcohol at the event. A Certificate of Insurance naming the City of Henderson as Additional Named Insured is required and must be submitted a minimum of 14 days prior to the first date of the sale of alcohol at the event.)

REQUIRED SIGNATURE

Hold Harmless Clause: Applicant/Event Coordinator shall save and hold the City of Henderson harmless from and against all liability, claims and demands on account of personal injuries (including without limitation to the foregoing worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be caused, by the negligence of the permit holder or the City of Henderson; or by any agents or employees of any of the foregoing; or by accident; or otherwise.

The undersigned agrees to the terms of the agreement as outlined by the City of Henderson.

The applicant ensures compliance with the following:

1. The observance of all applicable laws and ordinances;
2. Any stipulations or restrictions of the permit;
3. The applicant assumes any and all liabilities that may arise by the street closing and the related activity;
4. Barricades must be removed immediately after any event is over to ensure that city streets and right-of-ways are re-opened as soon as possible;
5. No person shall possess or have on his person any alcoholic beverages in any public areas in the community.

Permit applied for and all terms and stipulations agreed to by:

Signature of the agent duly authorized by the event application to bind it

Date

For City Manager's Office Use Only

Received By: _____ Alcohol Site Plan Liquor Liability Ins. Certificate City ABC License
 Date: _____ State ABC License



City of Henderson
Special Event With ALCOHOLIC BEVERAGE
Permit Application

To be completed by City of Henderson

Event Name:			
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Dates of Temporary Alcoholic Beverage License:	Starting Date:	Day of Week: _____/_____/____	Ending Date:	Day of Week: _____/_____/____
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Hours of Operation When Alcohol Will Be Served If event lasts more than 3 days please submit additional hours of alcohol sales.				
	Start	End		
Day 1:	____:____	M	____:____	M
Day 2:	____:____	M	____:____	M
Day 3:	____:____	M	____:____	M

**PER ARTICLE III, CHAPTER 17, SECTIONS 45-62 OF THE
CITY OF HENDERSON, KENTUCKY CODE OF ORDINANCES**

The herein named permittee subject to the laws, and regulations of the City of Henderson

is not authorized to engage in the special event with alcoholic beverage service as herein defined.

is authorized to engage in the special event with alcoholic beverage service as herein defined and must be accompanied by a Letter of Permit identifying any special conditions, and a Special Event Permit with Letter of Permit identifying any special conditions.

Date

City Manager

This permit does not constitute a vested right and may be revoked at any time pursuant to law.

END

Special Event with Alcoholic Beverage Permit Application



**City of Henderson
Special Event Permit Application
With PACKAGE ALCOHOL LICENSE**

**Special Event with Package Alcohol
Permit Application Process**

1. Submit a completed Special Event Permit Application along with the required documentation (including but not limited to: list of Sponsoring Organization's Authorized Representatives; Site Plan, Security & Safety Plan; Clean-up Plans & Procedures; Proof of Non-profit status, if required; General Liability Insurance Certificate of Insurance with City named as additional insured).
2. The executed Permit and Letter of Permit listing any special conditions will be returned to you and distributed to the proper City departments; or a letter of denial will be forwarded to you.
3. Submit the Special Event with Package Alcohol Permit Application at least 30 days prior to the first day of alcohol sales. The required supporting documentation (including but not limited to: copies of all appropriate Alcoholic Beverage Control Licenses; and Liquor Liability Insurance Certificate of Insurance with City named as additional insured) must be submitted at least 14 days prior to the first day of alcohol sales/service.
4. The executed Permit and Letter of Permit for a Special Event with Package Alcohol will be returned to you and distributed to the proper City departments.



City of Henderson
Special Event With PACKAGE ALCOHOL
Permit Application

**Submit application to City
Manager's Office a minimum
of 30 days prior to Event**

Event Name:				
Event Location:	(Will any of the wet zone area requested include any of Water Street?) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dates of Temporary Alcoholic Beverage License:	Starting Date:	Day of Week: _____/_____/____	Ending Date:	Day of Week: _____/_____/____
Attach a detailed site plan depicting the boundaries of the enclosure where alcohol will be served and consumed; the controlled entry/exit locations; and a description of the enclosure.		Hours of Operation When Alcohol Will Be Served If event lasts more than 3 days please submit additional hours of alcohol sales.		
		Start	End	
Day 1:		_____:_____ M	_____:_____ M	
Day 2:		_____:_____ M	_____:_____ M	
Day 3:		_____:_____ M	_____:_____ M	

REQUIRED DOCUMENTATION

Submitted _____

Copy of Appropriate Alcoholic Beverage Control License(s) _____

Certificate of Liquor Liability Insurance* with the City of Henderson named as additional insured _____

(Every special event with alcohol applicant must procure and maintain at their expense liquor liability insurance with a limit of not less than \$1,000,000 per occurrence for the entire length of the sale of alcohol at the event. A Certificate of Insurance naming the City of Henderson as Additional Named Insured is required and must be submitted a minimum of 14 days prior to the first date of the sale of alcohol at the event.)

REQUIRED SIGNATURE

Hold Harmless Clause: Applicant/Event Coordinator shall save and hold the City of Henderson harmless from and against all liability, claims and demands on account of personal injuries (including without limitation to the foregoing worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be caused, by the negligence of the permit holder or the City of Henderson; or by any agents or employees of any of the foregoing; or by accident; or otherwise.

The undersigned agrees to the terms of the agreement as outlined by the City of Henderson.

The applicant ensures compliance with the following:

1. The observance of all applicable laws and ordinances;
2. Any stipulations or restrictions of the permit;
3. The applicant assumes any and all liabilities that may arise by the street closing and the related activity;
4. Barricades must be removed immediately after any event is over to ensure that city streets and right-of-ways are re-opened as soon as possible;
5. No person shall possess or have on his person any alcoholic beverages in any public areas in the community.

Permit applied for and all terms and stipulations agreed to by:

Signature of the agent duly authorized by the event application to bind it

Date

For City Manager's Office Use Only

Received By: _____

Alcohol Site Plan **Liquor Liability Ins. Certificate** **City ABC License**

Date: _____

State ABC License



City of Henderson
Special Event With PACKAGE ALCOHOL
Permit Application

**PER ARTICLE III, CHAPTER 17, SECTIONS 45-62 OF THE
CITY OF HENDERSON, KENTUCKY CODE OF ORDINANCES**

The herein named permittee subject to the laws, and regulations of the City of Henderson

- is not authorized to engage in the special event with package alcohol as herein defined.
- is authorized to engage in the special event with package alcohol as herein defined and must be accompanied by a Letter of Permit identifying any special conditions, and a Special Event Permit with Letter of Permit identifying any special conditions.

Date

City Manager

This permit does not constitute a vested right and may be revoked at any time pursuant to law.