



**City of Conway, Arkansas
Event Permit Application**

www.cityofconway.org

501.450.6110

501.450.6145 (f)

Any individual or organization planning to host or produce a festival or event which will be held on City of Conway property and utilize city personnel/resources must complete this application and **return it at least 30 days prior to the event to the Mayor's Office, Attn: Jack Bell, 1201 Oak Street, Conway, AR 72032 for approval.** Response will be within 15 days. Any misrepresentation in this application or deviation from the final approved specifications and activities described herein may result in the immediate revocation of the approved permit. No application will be processed without the Hold Harmless Clause being signed and without the approval of the owner/operator of any location in which the event will be held. A \$100 refundable deposit is required. If event is held or cancellation notification is received at least 7 days prior to event, deposit will be returned. Otherwise deposit will be forfeited.

Event Name: _____

Event Date(s): _____

Event Producer(s): _____

Event Sponsor(s): _____

<input type="checkbox"/>	Please Check - Mail Refundable deposit to the address below
Primary Contact: _____	
<small>(Primary contact is the person who is to be contacted regarding the application or event)</small>	
Address: _____	
City: _____	State: _____ Zip: _____
Phone Day: _____	Night: _____
Cell: _____	Fax: _____
Email: _____	
<input type="checkbox"/>	Please Check - Mail Refundable deposit to the address below
Secondary Contact: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Phone Day: _____	Night: _____
Cell: _____	Fax: _____
Email: _____	

Event Location: _____

Event Types: Check all that apply:

Not for Profit	Wedding Ceremony	Walk/Run Footrace
For Profit	Wedding Reception	Competition
Public	Meeting/Dinner	Parade
Private	Press Conference	Rally Demonstration
Concert	Auction	Festival
Trade Show/Expo	Block Party	Other _____
Movie/TV Production	Bicycle Event	Other _____

Event Description (Further details may be attached) _____

Event Duration	Hours of Operation	Start	End
Starting Date: _____	Day 1	_____	_____
Ending Date: _____	Day 2	_____	_____
	Day 3	_____	_____
Site Preparation			
Starting Date: _____		Time: _____	
Dismantle/Cleanup			
Ending Date: _____		Time: _____	
Total Attendance: _____ Peak Attendance: _____ Peak Time: _____			

Event Features: Check all that apply

<input type="checkbox"/> Alcoholic Beverages Served	<input type="checkbox"/> Security Required
<input type="checkbox"/> Alcoholic Beverages Sold	<input type="checkbox"/> Street Closings
<input type="checkbox"/> Carnival Rides	<input type="checkbox"/> Temporary Electrical Service
<input type="checkbox"/> Crowd Control Required	<input type="checkbox"/> Temporary Restrooms
<input type="checkbox"/> Elevated Noise Levels	<input type="checkbox"/> Tents
<input type="checkbox"/> Emergency Medical Services Required	<input type="checkbox"/> Vendor Booths
<input type="checkbox"/> Parade/March	<input type="checkbox"/> Vendor Food
<input type="checkbox"/> Fireworks	<input type="checkbox"/> Other _____

Hold Harmless Clause:

The City shall not be liable to user's employees, agents, invitees, licensee, visitors, or to any other person, for injury to person or damage to property on or about the leased premises caused by the negligence or misconduct of user, its agents, servant or employees, or of any other person entering upon the leased premises under express or implied invitation by user, or caused by the building improvements located on the leased premises becoming out of repair, or caused by leakage of gas, oil, water, smoke, or steam or by electricity emanating from the leased premises. The event producer agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time.

The applicant ensures the compliance with the following:

- The observance of applicable laws and ordinances;
- Any stipulations or restrictions of the permit;
- The applicant assumes all liabilities that may arise by street closing and related activity.

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

Signature: _____ **Date:** _____

<u>Event Permit Approval:</u>		
Owner/Operator		
Approval Signature: _____	Location: _____	Date: _____
Mayor's Office: _____	Date: _____	
Conway Police Department: _____	Date: _____	