

APPLICATION FOR COMMUNITY EVENT - EXHIBIT A

I. REQUESTED BY:

1. Name of Applicant _____ Phone # _____

II ORGANIZATION:

1. Name of Organization _____
2. Is this Organization: Public Entity, non-profit? _____ Private, profit-making? _____ Non-Profit? _____

III. EVENT:

1. Description of event: _____
2. Date(s) and Time: _____
3. Schedule of specific events/activities and known vendors: _____

IV. LOCATION(S) (*Site location map must be attached*)

1. Streets _____
2. Sidewalks _____
3. Parking lots _____
4. City Park (*reservation for entire park?*) _____

V. INVITATIONS EXTENDED TO:

1. All public? _____ City Residents Only? _____ Other? _____

VI. ANTICIPATED FINANCIAL GAINS:

1. Admission fee charged? _____ Amount - Resident \$ _____ Non-Resident \$ _____
2. Participant/Vendor fees charged? _____ Amount \$ _____ # of Vendors _____
3. Other Fees (specify) _____

VII. REQUEST FOR SERVICES:

1. **DPW employees** (\$28.87 - \$33.39 per hour, per employee, plus equipment costs)
Number of Employees Needed: _____ Number of Hours Needed: _____
2. **Police employees** (\$49.17 per hour, per employee)
Number of Employees Needed: _____ Number of Hours Needed: _____

VIII. REQUEST FOR EQUIPMENT USE:

\$70 Hourly rate to place out, install and remove barricades and traffic control devices, or move picnic tables

1. Barricades - # needed _____ Location(s) _____
2. Traffic Control Devices - # needed _____ Location(s) _____
3. Detour Signs - Location(s) _____
4. Picnic Tables - #needed _____ Location(s) _____
5. Porta-johns and Portable Sink:
\$60 per regular porta-john unit - #needed _____ Location(s) _____
\$105 per handicap porta-john unit - #needed _____ Location(s) _____
\$140 per portable sink unit - #needed _____ Location(s) _____
6. Showmobile
\$400 per day #days needed _____ Location _____
\$400 minimum charge for transportation and set-up
\$50 per day for Sound Equipment - #days needed _____
7. Electrical service - size of service needed _____ # of outlets needed _____
8. Special materials, ie. water service, dumpsters, etc. _____

IX SIGNS: (*Submit drawing*)

1. Temporary signs: number _____; size _____; location(s) _____

2. Banners/flags, etc. (*Requires separate application*) Size _____ Location(s) _____
