

# Event Permit Application Instructions/Rules

These instructions are intended to help you complete your event permit application and all associated forms. Please take the time to read these instructions prior to completing your application. If you have any questions, please do not hesitate to contact us. All information must be legible and printed. Please do use a pencil in completing this application. It is very important that our organization, as well as others, is able to read the information submitted. We want to make sure that your event is successful and without problems.

## Return event permit applications to:

City of Russellville  
Police Department  
115 W "H" Street  
Russellville, AR 72801

## Event Permit Application

If at any time the application does not provide adequate space, provide the additional information on a separate sheet and write "see attached" on the application form. Please do not write on the back side of any page of this form. When additional sheets are attached, place the event name and event date at the top of each additional sheet. For example: **Christmas Parade 12/01/04**

**Event Name:** Enter the name of the event. This name should be the one that you are using to advertise or promote your event.

**Event Producer:** Enter the name of the organization, corporation, neighborhood group, etc. that is producing the event. If the organization, corporation or group contracts with a firm or agency to produce the event, the event producer is the firm/agency contracted.

**Primary Contact:** Enter the name of the primary person who is to be contacted regarding the application or event.

**Address, City, State and Zip:** Enter the mailing address information in these blanks of the primary contact.

**Phone:** Enter the telephone numbers and email address of the primary contact. It is important that the city has the ability to contact this person at all times during the event to ensure it runs smoothly and successfully.

**Secondary Contact:** Enter name of one additional person who can be contacted regarding application or event.

**Phone:** Enter telephone numbers and email address of the secondary contact. It is important that the city has the ability to contact the primary or secondary person at all times during the event to ensure it runs smoothly and successfully.

**Event Location:** Describe where the event will be held.

**Event Type:** Check all boxes that apply to your event.

**Event Description:** Give a brief description of the event. Please describe any unique characteristics of your event (use additional page if necessary; **please do not write on the back** side of any page of this application).

**Event Duration:** (Starting Date, Ending Date): Enter the dates that the event will be open and closed for attendance.

**Hours of Operation:** Enter the hours the event site will be open for attendance.

**Site Preparation:** Enter the starting date and time that you will start to prepare the event site. If no preparation is necessary, enter the Starting Date and Time of the event.

**Dismantling & Cleanup:** This is the date and time that you will start to prepare the event site. If no preparation is necessary, enter the Starting Date and Time of the event.

**Total Attendance:** Enter the total number of attendees that you expect for your entire event, beginning to end.

**Peak Attendance:** Enter the highest number of attendees you expect at any one time during the event.

**Event Features:** Review list of possible features and check all that apply to your event. If you have checked any of these features, you must also complete Section II – Motor Event Permit Applications.

**Hold Harmless Clause:** No application will be processed or permit issued for an event without the harmless clause being signed by the agent duly authorized by the event applicant.

**Site Map Requirement:** Regardless of event location, a site map must be submitted showing the location of the event and the event features.

**Street Closure:** Enter the date and time of any requested street closures and the date and time the street will be reopened to traffic. Please contact the Public Works Department at 479-968-2406 to make arrangements.

**Barricades and Fencing:** The event producer is responsible for placement of all required barricades, cones, fencing, etc. Please contact the Public Works Department at 479-968-2406 to make arrangements.

**Security:** It is the responsibility of an event producer to provide adequate security for an event. If security is being provided complete the security section of the event permit application.

**Emergency Medical Assistance:** The local Fire Chief or Fire Marshal may determine that an Emergency Response Team shall be required for major events.

**Trash, Recycling, and Clean Up Plans/Procedures:** Any event producer holding an event on City property is responsible for trash removal during the event, and clean up and removal of debris after the event is concluded. Although it is not mandatory that recycling be a part of your event, it is highly recommended if aluminum or plastic drink containers will be a part of the event. Please contact Recycle Works at 479-968-2213 for all your events recycling needs. Parking lots and vendor booth areas must be cleaned and restored to its original set up once the event is concluded.

**Pavement Holes/Marring:** Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags or concrete filled barrels.

**Banners and Flyers:** All banners and flyers must be pre-approved by the City including wording on banners and placement of banners.

**Important Telephone Numbers:**

Police Department	479-968-3232
Fire Department	479-968-2332
Public Works Department	479-968-2406
Fire Marshal	479-968-2332
State Fire Marshal – Little Rock	501-618-8624
Recycle Works Office	479-968-2213

City of Russellville website: [www.russellvillearkansas.org](http://www.russellvillearkansas.org)

## City of Russellville, Arkansas Event Permit Application

Any individual or organization planning to host or produce a festival or event which will be held on City of Russellville property or utilize City resources must complete this application and return it with the appropriate fees to the City of Russellville Police Department for approval. 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. Please do not write on the back side of any page of this form.

**Event Name:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Event Producer:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_  
 \_\_\_\_\_  
 Primary contact is the person who is to be contacted regarding the application or event

**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** Day: \_\_\_\_\_ Night: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Secondary Contact:** \_\_\_\_\_

**Phone:** Day: \_\_\_\_\_ Night: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Event Location:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Event Types:** Check all that apply

Public	Walk/Run Footrace
Private	Competition
Concert	Parade
Trade Show/Expo	Rally Demonstration
Auction	Festival
Block Party	Other _____

**Event Description:**

---



---

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

**Event Features:** Check all that apply

<input type="checkbox"/>	Carnival Rides	<input type="checkbox"/>	Security Required
<input type="checkbox"/>	Elevated Noise Levels	<input type="checkbox"/>	Street Closings
<input type="checkbox"/>	Crowd Control Required	<input type="checkbox"/>	Tents
<input type="checkbox"/>	Emergency Medical Services Required	<input type="checkbox"/>	Vendor Booths
<input type="checkbox"/>	Parade/March	<input type="checkbox"/>	Other _____

**Street Closure:**

Date: \_\_\_\_\_ Time: \_\_\_\_:\_\_\_\_

**Reopen:**

Date: \_\_\_\_\_ Time: \_\_\_\_:\_\_\_\_

List streets to be closed (include on site map):

---



---

**Security:**

It is the responsibility of an event producer 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. Security personnel must meet the requirements of the Russellville Police Department.

Number of off-duty police or private security personnel being provided: \_\_\_\_\_

Organization providing off-duty or private security: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Security	Number of Personnel
Gate Security	
Money Handling Security	
Stage Security	
Parking Lot Security	
Overnight Security (outside of event hours)	

**Emergency Response/Fire Team:**

Special emergency response team required? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of response unit required: \_\_\_\_\_

**Vendors:**

List types of vendor booths (food, clothing, crafts, etc):

---

---

---

**Trash, Recycling, and Clean Up Plans/Procedures:**

Please contact Recycle Works at 479-968-2213 for your events recycling needs.

**Hold Harmless Clause:**

The City shall not be liable to users' 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 compliance with the following:

- The observance of applicable laws and ordinances;
- Any stipulations or restrictions of the permit;
- Any stipulations or rules outlined in the Event Permit Application Instructions/rules;
- The applicant assumes all liabilities that may arise by street closing and related activity.

Terms have been read, understood, agreed to and will comply with all of the aforementioned conditions as indicated with the signature below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

Administrative Use Only

Police Department: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

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

Mayor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Information Forwarded to Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Final application forwarded: \_\_\_\_\_ Date: \_\_\_\_\_

Police Department \_\_\_\_\_

Public Works \_\_\_\_\_

Fire Department \_\_\_\_\_

Emergency Offices \_\_\_\_\_

AHTD \_\_\_\_\_