



Special Event Permit Application

Please answer each question below and attach necessary documents regarding your request for street closures. Information must be submitted to City of Elizabethtown's Event Coordinator, prior to request for street permit from Elizabethtown Police Department and the Mayor's Office. Once you complete this document, City Event Coordinator will submit paperwork to Mayor's office and Police Department for permits and approval letters that must be submitted to receive a State Highway permit.

1. Event Name: _____

2. Event Date: _____

3. Event Organizer/Responsible Party Name, Address, Phone, Email, Day of Phone:

4. Sponsoring Organization:

5. Requested street closures (include map):

6. Specific Times for Street Closures & Event Time (if different):

7. Is alcohol proposed to be sold during this event? If so, please attach permit information submitted to State and local ABC:

8. **IF** alcohol has been approved by City and State *and* submitted documents attached, please note the proposed area where the alcohol will be served. (specific street names, parking lots, vendor area, etc.):

9. Anticipated number of attendees and how this number is based. If based upon previous years, how was this calculated?:

10. Type (nature) of event:

11. You must attach a layout of event, particularly of streets that will be shut down.

12. You must attach a list of each vendor and business participating.

NOTE: Please list any additional information on a separate sheet of paper.