

VILLAGE OF METAMORA  
SPECIAL EVENT APPLICATION



DATE OF APPLICATION: \_\_\_\_\_  
NAME OF EVENT: \_\_\_\_\_  
DATE(S) OF EVENT: \_\_\_\_\_  
DESCRIPTION OF EVENT: \_\_\_\_\_  
WHERE WILL EVENT BE HELD: (INCLUDING STREETS, PARKS, PARKING LOTS, AND TIMES OF CLOSURES)  
\_\_\_\_\_  
\_\_\_\_\_

HOURS OF EVENT: \_\_\_\_\_  
TIME OF SET UP: \_\_\_\_\_ CLEAN UP: \_\_\_\_\_  
APPLICANT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

ORGANIZATION/BUSINESS SPONSORING EVENT (IF DIFFERENT FROM APPLICATION)  
NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

NON-PROFIT STATUS IF APPLICABLE: \_\_\_\_\_  
CONTACT PERSON(S) ON DAY OF EVENT  
NAME(S): \_\_\_\_\_  
PHONE #: \_\_\_\_\_

USING THE CHEKLIST BELOW, PLEASE PROVIDE US WITH A PLAN FOR YOUR EVENT ON A SEPARATE SHEET OF PAPER. INCLUDE INFORMATION ON ORGANIZATIONS/INDIVIDUALES PROVIDING SERVICES, CONTACT NUMBERS, ETC. IF YOUR EVENT IS LARGE AND INCLUDED MULTIPLE TENTS, VENDORS AND PARTICIPANTS, PLEASE PROVIDE A SKETCH OF YOUR EVENT LAYOUT.

SECURITY, TRAFFIC CONTROL, STREET CLOSINGS, USE OF VILLAGE PROPERTIES, FOOD & BEVERAGES, BOOTHS/TENTS, PARKING FOR PARTICIPANTS, REST ROOMS, CLEAN UP PROCEDURES, LIABILITY INSURANCE (PLEASE PROVIDE A COPY)  
THE VILLAGE OF METAMORA WILL NOT BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGES.

SIGNATURE OF APPLICANT: \_\_\_\_\_

VILLAGE COUNCIL APPROVAL ON: \_\_\_\_\_  
VILLAGE CLERK: \_\_\_\_\_ DATE: \_\_\_\_\_  
POLICE CHIEF: \_\_\_\_\_ DATE: \_\_\_\_\_