

# Checklist for Applications For Amusements, Public Shows and Exhibitions

\_\_\_\_\_ Completed Application – must be returned to the City Clerk’s Office (Room 118) at least thirty (30) days prior to the event.

\_\_\_\_\_ Written permission from the owner of the property where the event will take place, including evidence of approval of the department or oversight authority of land that is protected or restricted by agreement with the state or federal government, if applicable.

\_\_\_\_\_ Copies of any event agreements, including leases and contracts for entertainers, performers, sound stage, cleaning security, vendor, catering or food services.

\_\_\_\_\_ Proof of adequate insurance coverage

\_\_\_\_\_ If non-profit group, must provide evidence of non-profit status.

Upon request of any City official reviewing the application or the City Council, the applicant shall in addition furnish reasonable information concerning the conditions of the premises and the action to be taken in order to prevent danger to the public safety, health or order.

NOTE: In any calendar year, the City Council may grant a maximum for three (3) public event licenses, with a minimum of sixty (60) days between events on any privately owned land parcel(s) throughout the City.