



SPECIAL EVENT APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Submittal of an application does not constitute acceptance for processing until the Director of Administration approves the information provided. Please be sure to attach any necessary maps (sketched or printed), insurance forms (if applicable), and/or additional requirements not listed on the form below.

General Applicant Information

Name of Applicant: _____
Address: _____ **Phone:** _____
Email: _____ **Business/Organization Sponsor:** _____

Event Information

Date of Event: _____
Start Time: _____ **End Time:** _____
Event Location: _____

Description of Event (attach extra sheets, if necessary)

Detailed Needs

Check All That Apply:

- | | |
|-------------------------------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Banner (specify location) | <input type="checkbox"/> Block Party |
| <input type="checkbox"/> Street Closing (include detailed map/drawing) | <input type="checkbox"/> Cones (amount requesting) |
| <input type="checkbox"/> Additional Signage (specify location) | <input type="checkbox"/> Electric Required |
| <input type="checkbox"/> Use of City Personnel (Police/Fire/Public Works) *Fees may apply | <input type="checkbox"/> |
| <input type="checkbox"/> Other (attach additional sheets if necessary) | <input type="checkbox"/> |

Signage Regulations: All requested signage must be delivered to the Street Department at 416 Taft Ave. during business hours (M-F 8AM-3PM)

BANNERS: Must be in good repair, no rips or missing eyelets; limited space available; placement up to 14 days (weather permitting); 60sf MAX
Unauthorized signage will be removed; all signage must be retrieved after event is over; the City of Urbana is not responsible for loss or damage

Applicant's Affidavit

The undersigned hereby certifies to the City of Urbana that all information submitted is current and accurate; agree to comply with any conditions which may be prescribed; and confirm that all necessary actions to protect the general public and event participants will be provided. In addition the undersigned agrees to hold the City of Urbana harmless against any and all liability, loss, costs, damages, expenses, claims or actions that may result from the conduct of the event and the issuance of this request

Signature of Applicant: _____ **Date:** _____

Office Use Only

Date Filed: _____ **This application is** **Approved** **Denied**

Approved by: _____ **Date:** _____

Additional Conditions: _____

Denied by: _____ **Date:** _____

Reason for Denial: _____ **Date:** _____