



SPECIAL EVENTS PERMIT APPLICATION CHECKLIST

- Sufficient lead time is provided per section 6 of the Special Events Administrative Procedures Manual
- You have carefully reviewed the Special Events Administrative Procedures Manual
- You have prepared a detailed event layout plan per section 13 of the Special Events Administrative Procedures Manual
- \$5 million in liability insurance has been obtained or is in progress
- You are prepared to provide an emergency response plan if requested (for larger events)
- You have a plan in place to manage garbage and recycling during and after the event