

**CITY OF FAIRVIEW HEIGHTS
SPECIAL EVENT
APPLICATION/PERMIT**

PERMIT # _____

FEE \$ _____

Business Registration Completed _____ YES _____ NO _____ NOT REQUIRED

(\$50 "For Profit")
(No Charge "Non Profit")
(Must attach proof of
(Non-Profit status)

(PLEASE PRINT)

DATE OF APPLICATION: _____

NAME OF BUSINESS: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON RESPONSIBLE FOR EVENT: _____ PHONE: _____

SECONDARY CONTACT PERSON: _____ PHONE: _____

TYPE OF EVENT: (tent or sidewalk sale, fundraiser) _____

LOCATION OF EVENT ON PROPERTY _____

(front parking area, sidewalk, etc)

BEGINNING DATE/TIME: _____ ENDING DATE/TIME: _____

**THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE
APPLICATION WILL BE PROCESSED.**

1. Traffic/Parking Plan (indicate parking area, street closing or one-way restrictions, traffic control points where police assistance may be needed, overflow parking areas:

() ATTACHED () NOT APPLICABLE

2. Contingency plans for rain (relocation or rescheduling of events; alternative parking areas; method of notifying the public of changes):

() ATTACHED () NOT APPLICABLE

3. Liquor license information for beer or alcohol sales: _____

4. List for profit vendors (if any, other than busines at location of event) and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event:

5. Special consideration request, if any, for city-provided services:

PLEASE COMPLETE REVERSE SIDE

Temporary signs for said Special Event require an additional permit as provided for in the City of Fairview Heights Revised Code, Section 14-7-6(M).

Signature of person responsible for event

*****FOR CITY HALL USE ONLY*****

City of Fairview Heights Approval: () YES () NO (if NO, list reasons below)

Approved By:

Fire District/Department Chief Approval: () YES () NO () NOT APPLICABLE