



1. COMPLETE APPLICATION

Complete and sign the Special Event Guideline requirements and Special Event Permit application. Application is due at a minimum of 30 days prior to the event. Late requests may be denied and or a late notice penalty fee may apply.



2. SUBMIT APPLICATION

Return completed application to the City Clerk, ensure all information for the event is attached to the application. The City Manager or Designee will be in contact if additional information is required.



3. EVENT APPROVAL

Special event request will be presented to the Board of Commissioners for approval based on the application request. The Board meets every 2nd & 4th Tuesday each month.



4. PAYMENT

Once approval is obtained from the Board of Commissioners the applicant will be contacted for payment event requests as outlined within the application request.



5. CONFIRMATION

When payment has been made, it is the responsibility of the applicant and or event organizer to coordinate all application requests with the corresponding city departments. A listing of contact information will be provided at the time of payment.



6. EVENT CONCLUSION

Within 15 days of the conclusion of the event the applicant and or event organizer is required to provide feedback to the City Manager related to the event. To include but not limited to number of vendors, attendance estimate, highlight of specific moments or contributions.