



# City of Henderson Event Permit Application

**Submit application to City  
Manager's Office a minimum  
of 30 days prior to Event**

## APPLICANT INFORMATION

Event Name:					
Event Location: (Include Site Map)	If City Park, indicate which park by name.				
Event Coordinator: (Primary Contact)					
Address:			Email Address:		
City:		State:		Zip Code:	
Phone: Please list the Primary Contact's phone numbers.	Day:			Cell :	
	Night:			Fax:	
Sponsor Name: (Organization)					

## EVENT INFORMATION

Event Type:	<input type="checkbox"/> Walk/Run/Bike	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Parade	<input type="checkbox"/> Rally/Demonstration
	<input type="checkbox"/> Block Party	<input type="checkbox"/> Games/Rides	<input type="checkbox"/> Competition/Tournament	
<input type="checkbox"/> Other _____				
Event Duration: Dates the event will be in operation.	Starting Date:	Day of Week: _ _ / _ _ / _ _	Ending Date:	Day of Week: _ _ / _ _
Total Attendance: _	Hours of Operation If event lasts more than 1 day please submit additional hours of operation.			
Peak Attendance: _	Start		End	
	Day 1:	__ : __ __ M		__ : __ __ M
<b>Site Preparation:</b> This is the time it will take to prepare the site. It is presumed that streets &/or sidewalks must be closed in order to prepare the site. If same time as event enter starting date and time of event.				
Starting Date      _ _ / _ _ / _ _      Time      _ : _ __ M				
<b>Dismantling &amp; Cleanup:</b> This is the time it will take to dismantle & clean up the event site. It is presumed that streets &/or sidewalks must be closed in order to dismantle & clean up the site. If same time as event enter ending date and time of event.				
Ending Date      _ _ / _ _ / _ _      Time      _ : _ __ M				
<b>Event Description:</b> Give brief description of the event below:  _____				
Will an admission/entry fee be charged: <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, how much: \$ _____				
Is the Event: <input type="checkbox"/> Charitable    Proof of 501c3 non-profit status must be submitted with the Application.				
Event Name: _____				Date: _ _ / _ _ / _ _

## RAIN / CANCELLATION POLICY

**Is there a rain policy for your event?** If yes, please give a brief description:

\_\_\_\_\_

### SITE PLAN

**Please attach a Proposed Site Plan to this application. This is applicable for both fixed venues and moving events and should include a site map and additional written descriptions as needed.**

Indicate exact number and placement of the following features, as applicable, along with the name and contact information of the provider:

- |   |   |                                       |
|---|---|---------------------------------------|
| ▪ Street Barricades                         | ▪ Picnic Tables                           | ▪ Electrical Service                  |
| ▪ Restroom Facilities &/or Portable Toilets | ▪ Tent(s) &/or Other Temporary Structures | ▪ Stage(s) or Other Performance Areas |
| ▪ Dumpsters & Trash Containers              |   |                                       |

If your event involves road closure, a parade, other procession, or more than one location, please attach a **Route and Traffic Plan**, including the proposed route, street closures and proposed barricade locations, if applicable.

### CLEAN-UP PLANS & PROCEDURES

Any event coordinator holding an event on a City street or any business or residential right-of-way is responsible for clean-up and removal of debris from affected property. **Please attach a detailed Clean-up Plan:** Including name(s) and contact information, including cell phone number(s) of individuals and group(s) responsible for cleaning during and after the event.

### REQUIRED DOCUMENTATION

Submitted

Proof of 501c3 non-profit status, if applicable, must be submitted with the Application

\_\_\_\_\_

Proof of Occupational License, if required, must be submitted with the Application

\_\_\_\_\_

Certificate of Insurance\* with the City of Henderson named as additional insured

\_\_\_\_\_

(\*minimum comprehensive liability insurance of \$1,000,000)

### REQUIRED SIGNATURE

**Hold Harmless Clause:** Applicant/Event Coordinator shall save and hold the City of Henderson harmless from and against all liability, claims and demands on account of personal injuries (including without limitation to the foregoing worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be caused, by the negligence of the permit holder or the City of Henderson; or by any agents or employees of any of the foregoing; or by accident; or otherwise.

**The undersigned agrees to the terms of the agreement as outlined by the City of Henderson.**

The applicant ensures compliance with the following:

1. The observance of all applicable laws and ordinances;
2. Any stipulations or restrictions of the permit;
3. The applicant assumes any and all liabilities that may arise by the street closing and the related activity;
4. Barricades must be removed immediately after any event is over to ensure that city streets and right-of-ways are re-opened as soon as possible;
5. No person shall possess or have on his person any alcoholic beverages in any public areas in the community.

Permit applied for and all terms and stipulations agreed to by:

\_\_\_\_\_  
**Signature of the agent duly authorized by the event application to bind it**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**