

## LFUCG SPECIAL EVENTS PERMIT APPLICATION

Application must be received **12 weeks prior to event date.**

**EVENT NAME:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_  
(Official name of festival/event – name used to advertise event.)

Is this a new event? ☐ Yes ☐ No      Number of years the event has been held: \_\_\_\_\_

**DESCRIPTION OF EVENT (Be specific.):** Attach fliers, brochures and/or additional sheets as needed.

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**EVENT PRODUCER:** (Name of individual, group or organization producing event – agency with which event is contracting.)

\_\_\_\_\_

**PRIMARY CONTACT:** (Person who should be contacted regarding the application, event or in case of an emergency.)

\_\_\_\_\_

**CONTACT ADDRESS:** Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PRIMARY PHONE CONTACT INFORMATION:

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

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**ORGANIZATION/GROUP TYPE:** Check the box below that best describes your organization/group.

☐ Registered for-profit      ☐ Non-profit      ☐ Charitable

☐ Other (describe): \_\_\_\_\_

### SPECIAL EVENT LOCATION

Venue address/parade: \_\_\_\_\_

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**Date(s) and time(s) of event (include load-in and load-out/clean-up)**

Load-In Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☐ PM

Load-Out/Clean-Up End Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☐ PM

Event Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☐ PM

Event End Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☐ PM

**Total attendance expected:** \_\_\_\_\_ **Peak attendance expected at any one time:** \_\_\_\_\_

**Rain/Cancellation Policy:** \_\_\_\_\_

\_\_\_\_\_  
(Provide alternative dates, times and locations of event, if applicable.)

Number of vehicles/units/booths: \_\_\_\_\_ Number of animal units: \_\_\_\_\_

**Will you require streets to be closed?** ☐ Yes ☐ No **If yes, please designate streets.**

\_\_\_\_\_  
\_\_\_\_\_

**Will you place portable toilets at the site during the event? (This is NOT a service provided by LFUCG).**

☐ Yes ☐ No If yes, at what location(s): \_\_\_\_\_

\_\_\_\_\_

If yes, number of portable toilets: \_\_\_\_\_

What is the delivery time? \_\_\_\_\_ Pick up time? \_\_\_\_\_

Name of supplying company: \_\_\_\_\_

Office number: \_\_\_\_\_ Cell number: \_\_\_\_\_

**If proposed event location is Robert F. Stephens Courthouse Plaza:**

Check One: ☐ Lower Half ☐ Upper Half ☐ Both

(Using both would require Short Street to be closed during the event. See guidelines/rules.)

Check if applicable:

Water Wall: ☐ On ☐ Off Fountain: ☐ On ☐ Off Short Street closed: ☐ Yes ☐ No

## ADDITIONAL EVENT FEATURES

Review the checklist of possible event features below and check all that apply to your event:

**Does the organization/group intend to charge a fee to spectators to witness the event?**

☐ Yes ☐ No

**Does the organization/group intend to charge any participant (food, runner, booths, floats, vehicle, etc.) a fee?**

☐ Yes ☐ No

NOTE: An organization may not distribute any product in a glass container to participants. If you serve from a glass container, you must distribute the product in paper or plastic.

If a fee is involved, identify and describe: How much? What for? etc.:

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What does the organization/group intend to do with the revenue raised as a result of any fee?

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**Does the organization/group intend to generate?**

☐ Food and beverage sales ☐ Souvenir and/or program sales ☐ Other revenue

**If other, explain:** \_\_\_\_\_

**Do you plan to sell/serve alcohol?** ☐ Yes ☐ No

**Will you be using an ABC licensed caterer to supply alcoholic beverages and food for the event?**

☐ Yes ☐ No

**If yes, please indicate name of caterer:** \_\_\_\_\_

**If no, please provide a list of approved vendors, the number of locations they are allowed to have (each booth or location would need a separate license), and the type of alcohol they will be permitted to sell. (Wine, malt beverages, distilled spirits.)**

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**NOTE: Alcohol sales must be approved by the Alcohol Beverage Control Office and proper permits must be secured. Events serving or selling alcohol must have liquor liability insurance in the amount of \$1,000,000 (see insurance).**

## CLEAN-UP PLANS AND PROCEDURES

Review the checklist of other services needed below and check **all** that apply to your event:

Generally all events require some level of LFUCG support or services in order to be successful. Please check all services you will need. A cost estimate will be provided to you at the time you are notified of approval of your event. At this time, you may modify your request to meet your budget needs. Event producers may choose to be responsible for clean-up and removal of debris from the area (**including adjacent property**). A security deposit of \$100 is required for most events. **If alcohol will be served AND estimated attendance is over 100, a security deposit of \$1,000 is required.** The amount will be refunded to the applicant if the property is returned to LFUCG in the same condition it was provided to the applicant. The LFUCG reserves the right to charge additional fees if damage/cleanup to the property exceeds security deposit amount (\$100 or \$1,000). The fees for services will be billed following the event.

### Other Services

- ☐ Security/Crowd Control      ☐ Traffic Control      ☐ Fire/Emergency Medical Services
- ☐ Herbies      ☐ Recycling containers (Mandatory if disposing aluminum, plastic, etc.)
- ☐ Clean-up (trash pick- up, empty trash barrels etc.)
- ☐ Electrical service (please explain): \_\_\_\_\_
- ☐ Other needs (please explain): \_\_\_\_\_

### Application Requirements:

1) **INSURANCE:** The applicant shall furnish a certificate of commercial general liability insurance written through a company with an A.M. Best rating of "A" or better with the minimum amount of \$1,000,000 per occurrence, listing the LFUCG as an "additional insured." **If your event will be serving/selling alcohol you will also need a liquor liability policy in the amount of \$1,000,000 from each vendor serving/selling the alcohol.** NOTE: Acceptable Insurance Certificates must be submitted at least **sixty days before the date of the event**, or the event application is subject to be denied.

2) **INDEMNIFICATION:** The applicant agrees to indemnify, defend and hold harmless the Lexington-Fayette Urban County Government, employees and agents, from all claims, liabilities, losses, damages, expenses, accidents and occurrences (including attorney fees) arising out of, or in connection with, the performance of this agreement, activities associated with the event or arising out of applicant's use of the facility, excepting however, all such claims, liabilities, losses, damages, expenses, accidents and occurrences caused by LFUCG's sole negligence or willful misconduct.

3) If you will be serving alcohol you must get a permit from the ABC Office. **\*\*SALE OF ALCOHOLIC BEVERAGES IS PROHIBITED IN THE ROBERT F. STEPHENS COURTHOUSE PLAZA\*\***

4) **The approval process takes approximately 12 weeks.** This includes sending it to the Special Events Commission for approval. Once the Commission approves the application, the application is then submitted to Risk Management as well as to the appropriate division/s for cost(s). You will be notified by mail of the approval.

Signature and title of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:**  
Mayor's Office  
Attn: Special Events Liaison  
200 East Main Street, Lexington, KY 40507  
OR  
FAX: (859) 258-3194 fax

**Application and deposit must be received no later than six weeks prior to the event.**

**Please check boxes to ensure you have completed and enclosed all required material:**

- ☐ Completed application  
☐ Security Deposit  
☐ Certificate(s) of Insurance  
☐ Map of parade, walk or run route

(For LFUCG use only) Date received: \_\_\_\_\_

Revised October 2015