

Private Property Event Notification



Events on private property can often impact other area residences, businesses or public roads. If planning an event that will take place on, or impact private property or public roads, please review the "Events on Private Property" section of the Special Event Planning Guide located at:

<https://www.lexingtonky.gov/special-events-permit>

If your event is planned for private property and is included in the list of event types below, this Private Property Event Notification must be submitted to the Office of the Mayor at least eight (8) weeks prior to the planned event.

Event Types for this form:

- private or public events (such as parties or concerts) with 500 or more guests that could impact traffic flow on public roads
- runs or walks that wish to utilize a public road as part of the route (submit a map of the route)
- events where alcohol will be sold

Name of Event Organizer _____

Event Organizer Address _____

Event Organizer Phone _____ Email _____

Date of Event _____ Event Time(s) _____

Number of guests: _____ Is this a ticketed event? _____

Event Address: _____

Event Location Owner Name: _____

Event Location Owner Phone: _____ Email: _____

Purpose of Event: _____

Will alcohol be served at this event _____ yes _____ no

Will alcohol be sold at this event _____ yes _____ no

Questions about liquor licenses? Visit: www.Lexingtonky.gov/abc or email: abc@lexingtonpolice.ky.gov

Name(s) and Phone numbers of Caterer / Vendor:

If you have contracted with a security company, provide name and contact information here:

Please submit this form to: Events, Mayor's Office, 200 E. Main Street, Lexington, KY 40507

Or email to: HLyons@lexingtonky.gov