



SPECIAL EVENT APPLICATION FORM

Event Date(s)		Day of week:		Event Hours: Start: _____ End: _____		Location of Event:	
Contact Person Day of the Event:				Organization:			
Phone: () ()				Fax #: () ()			
Alt. Phone: () ()				Email: _____ @ _____			
Street Address:				City/State/Zip			
Event Title:						Estimated Attendance:	
Event Summary:							
Type of Event	Group: <input type="checkbox"/> Gen. Public <input type="checkbox"/> Private	Profit Status: <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit 501(C)(3) Required	Fundraiser: <input type="checkbox"/> Yes <input type="checkbox"/> No	Tickets: <input type="checkbox"/> Advance Sales <input type="checkbox"/> On-Site Sales <input type="checkbox"/> No Tickets	Vendors: <input type="checkbox"/> Food (Permit Required) <input type="checkbox"/> Other <input type="checkbox"/> No		
Logistics	Street Closure: <input type="checkbox"/> Yes* <input type="checkbox"/> No Barricades: <input type="checkbox"/> Yes* Quantity _____ <input type="checkbox"/> No *If yes permit required	Port-o-Lets: <input type="checkbox"/> Yes Quantity _____ <input type="checkbox"/> No Trash Cans: <input type="checkbox"/> Yes Quantity _____ <input type="checkbox"/> No	Parking: <input type="checkbox"/> Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other Charged: <input type="checkbox"/> Yes <input type="checkbox"/> No	Awning: <input type="checkbox"/> Yes Size _____ x _____ Quantity _____ <input type="checkbox"/> No <input type="checkbox"/> Rent From City Tent: <input type="checkbox"/> Yes <input type="checkbox"/> No Size _____ x _____ Number: _____ Size _____ x _____ Number: _____ Size _____ x _____ Number: _____			
	Food & Beverage	Food: <input type="checkbox"/> Sold <input type="checkbox"/> Served <input type="checkbox"/> None	Food Preparation: <input type="checkbox"/> Cooked on Site <input type="checkbox"/> Prepared off Site	Catering: <input type="checkbox"/> Pro Catered <input type="checkbox"/> Non Catered	BBQs/Trailer: <input type="checkbox"/> Rent from City <input type="checkbox"/> Provide own <input type="checkbox"/> Use Park Units	Alcohol: <input type="checkbox"/> Alcohol Sold* <input type="checkbox"/> Alcohol Served* <input type="checkbox"/> No Alcohol *Permit Required	
Entertainment & Equipment Activities & Games	Amplified Music or Voice: <input type="checkbox"/> Speaking <input type="checkbox"/> Singing <input type="checkbox"/> DJ <input type="checkbox"/> Live instruments <input type="checkbox"/> Radio/CD <input type="checkbox"/> Non-Amplified Music		P.A.: <input type="checkbox"/> Yes <input type="checkbox"/> No	Stage: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Rent	Games: <input type="checkbox"/> Booths <input type="checkbox"/> Raffle <input type="checkbox"/> Bounce House <input type="checkbox"/> Inflatables	Advertising: Yes <input type="checkbox"/> No <input type="checkbox"/> Media/Newspaper <input type="checkbox"/> Flyers <input type="checkbox"/> Banner	
	Items to include with Application	<input type="checkbox"/> Map of Route <input type="checkbox"/> Street Closure Permit <input type="checkbox"/> Sound Permit <input type="checkbox"/> Insurance Policy <input type="checkbox"/> Food Vender Permit <input type="checkbox"/> Business Licence	<input type="checkbox"/> Map of Venue <input type="checkbox"/> Alcohol Permit <input type="checkbox"/> ABC Licence <input type="checkbox"/> Parade Permit <input type="checkbox"/> Security Contract <input type="checkbox"/> Tent Permit	Special Needs: Electrical Access: <input type="checkbox"/> Yes <input type="checkbox"/> No Extra Lighting: <input type="checkbox"/> Yes <input type="checkbox"/> No Need Park Open: <input type="checkbox"/> Yes <input type="checkbox"/> No Security: <input type="checkbox"/> Police <input type="checkbox"/> Private (If closing streets police officers may be needed)			
Special Requests:							

I understand all fees and deposits are due ninety (90) days prior to an event. If the event date is more than ninety (90) days from the time of reservation, one-half (1/2) of the rental fee will hold the reservation, with full payment due ninety (90) days before the event. I understand all permits and required documentation are due thirty (30) days prior to the event date. I understand that my event may be cancelled if I do not comply with the requirements concerning fees, permits and documents by the established deadlines. I further understand that as signature event sponsor representative, I will handle all financial details, will be present at the event and will attend all meetings at the request of City of Modesto staff. I declare the above stated information is true and correct to the best of my knowledge, and understand my reservation is subject to cancellation if actual information differs significantly from above stated information.

Signature of event sponsor representative _____ Date of request _____ Staff: _____

<input type="checkbox"/> Payment by Cash/Check in person. <input type="checkbox"/> Payment by Cash/Check via Mail/Fax <input type="checkbox"/> Credit Card Payment by phone/fax <small>(All credit card transactions will be subject to a 2.4% service fee) CREDIT CARD PAYMENTS WILL NOT BE ACCEPTED BY EMAIL</small>	Payment authorized by X _____ <div style="text-align: right; font-size: small;">(Signature)</div>
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