

EVENT NAME:

EVENT DATE:



## PUBLIC ASSEMBLY



(Public Assembly means any public gathering, demonstration, picket, rally, gala, ceremony, celebration, or other gathering of persons upon right-of-way, park space, or both that does not occur upon areas of the right-of-way used for vehicular traffic. Code – Chapter 28)

### AREAS REQUESTED

1. Specify the type of event you have planned (i.e., a neighborhood gathering, a sidewalk walk, public assembly, celebration, other. If other, please provide additional details regarding the event.)

2. What, if any, portion of the event occurs on city right-of-way? Please list all sidewalks affected.

3. What, if any, portion of the event occurs on a city park? Please list the name of the park you wish to use and include shelter numbers, if applicable.

4. What, if any, portion of the event occurs on private property? Please list the addresses of the private property sites you intend to use and include a brief description, along with the owners' names and addresses for each site. (Attach an affidavit of authorization to use said property from each property owner affected and label ITEM #PA-4.)

5. Provide the date(s) and time frames for event set up (start to finish).

6. Provide the date(s) and time frames for the sidewalk to be used (start to finish).

7. Provide the date(s) and time frames for the event operating hours (start to finish).

8. Provide the date(s) and time frames for the clean up/break down operations (start to finish).

**PUBLIC ASSEMBLY DETAILS**

9. Describe the specific location of vendors, activity areas, entertainment areas, and wet zones set up for the event.

10. Please attach a detailed performance schedule for the event, if applicable. If not, please state N/A in the box below. If attaching a schedule, please label ITEM #PA-10.

11. Please attach a list including the name, size, type of product sold for each vendor, if applicable. If not, please state N/A in the box below. If attaching a schedule, please label ITEM #PA-11.

12. Describe your plan for disabled participation, parking, and viewing.

13. Any special arrangements for Media Access? If "Yes," please describe the locations you plan to use.

14. Are you requesting that any portion of the event site have zoning approval for Temporary Alcoholic Beverage Sales? If "Yes," please describe the specific area, fencing material and dimensions of same, and point of sales locations. Attach a separate sheet if necessary and label ITEM #PA-14.