



**SPECIAL EVENTS APPLICATION**  
**ACORD Apps must also be submitted**

Named of Applicant/Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

How many years has this event been put on? \_\_\_\_\_

Date(s) of event and hours: \_\_\_\_\_

Location of event:  Indoor  Stadium  Fairground  Field  Arena  Park  
 School  Road  Race Track

Estimated attendance per day: \_\_\_\_\_

Will you transport any attendees?  Yes. How? \_\_\_\_\_  No

What are security and first aid arrangements? \_\_\_\_\_

\_\_\_\_\_

**Seating**

None, N/A  Temporary  Permanent  
 Assigned  General  Bleachers  Platforms.  
Capacity of seating? \_\_\_\_\_ What is height, # of rows, backing, etc? \_\_\_\_\_

**Concerts**

Name of group(s): \_\_\_\_\_

Type of music:  Top 40  Country  Classical  Jazz  Blue Grass  Hard Rock  
 Heavy Metal  Rap  Punk  Other. What is age group of audience? \_\_\_\_\_

**Fireworks**

Will a licensed pyrotechnician handle the fireworks?  Yes  No  
Do they have insurance?  Yes  No  
Will fire dept be present?  Yes  No  
Maximum diameter of fireworks? \_\_\_\_\_  
Distance to spectators? \_\_\_\_\_

**Rides**

List all rides that will be present: \_\_\_\_\_

\_\_\_\_\_

Any mechanical rides, dunk tanks, inflatable attractions,  
waterslides, trampolines, animal rides, etc?  Yes  No  
Do all ride operators have their own insurance?  Yes  No

**Liquor**

What type of alcohol will be served?  Beer  Wine  Mixed drinks  
Who will serve it?  Applicant  Other server  
Will liquor liability be provided by server?  Yes  No

**Motor Sports**

Type of race? (Demolition Derby, Tractor Pull, Mud Bog, Snowmobiles, etc) Must include track diagram, barrier construction & height info, and race rules.

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**Haunted House**

Describe operation: House, indoors, outdoors, hay ride, etc.

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Will there be any of the following?

- Fire  Yes  No
- Moving stairs  Yes  No
- Sinking floors  Yes  No
- Mechanical devices  Yes  No
- Physical contact with live animals  Yes  No
- Hayrides on public roads  Yes  No

If yes to any of the above, please explain. \_\_\_\_\_

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**Pumpkin Patch/Corn Maze/Christmas Tree Lot**

- Are customers allowed to cut their own?  Yes  No
  - Are saws, etc provided for this?  Yes  No
  - Are there any attractions not covered in previous questions?  Yes  No
- If yes, please explain. \_\_\_\_\_

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**Petting Zoo**

List all animals present. \_\_\_\_\_

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- If pony rides, are they hand led or tethered?  Yes  No
- Do you allow guests to feed the animals?  Yes  No
- Are all animals in cages or pens?  Yes  No
- Do you provide hand washing stations?  Yes  No

**Miscellaneous**

- Will there be any camping?  Yes  No
  - Any lakes, rivers or streams nearby that will be used by attendees?  Yes  No
  - Will any golf carts be used?  Yes  No
  - Any playgrounds in use at the event?  Yes  No
- If yes to any of the above, please explain. \_\_\_\_\_

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Signature of Applicant

Title

Date

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