



CITY OF MIDDLETOWN
SPECIAL EVENT PERMIT APPLICATION
 11803 Old Shelbyville Road
 Middletown, Kentucky 40243
 502-245-2762

Permit Number: _____
 Event Date: _____
 Fee: _____
 Approved: _____

Permits must be submitted for review at least 30 days prior to an event. The city may take up to 14 calendar days to review. The fee for a permit is \$50, if a non-profit, the fee is \$25.

Requester Information	Permit Information
Name: _____	Event location: _____
Organization: _____	_____
Address: _____	Purpose/type of event: _____
City: _____ Zip: _____	_____
Phone: _____	Date of Event: _____
e-mail: _____	Event start and end time: _____
On scene contact _____	Anticipated attendance number: _____
Phone: _____	_____

**All block parties must have a signed petition encompassing 80% of the property owners with the footprint of the closure*
**It is the sole responsibility of the event coordinator to provide the required number of volunteers for the selected route.*

Emergency Medical Services: EMS must be provided for events with 500+ attendees.
 Name of provider: _____ Phone: _____

Signs/Banners: follow regulations on for the City of Middletown: www.cityofmiddlesboro.org

Event Clean Up: Ensure that you event is litter free. All property adjacent to the event site should remain litter free as well.

Traffic Control: _____ off duty Police Officer _____ Private Traffic Control
 Name: _____ Phone: _____

**Attach a written traffic control plan with a site map*

Security: _____ Off duty Police Officer _____ Private Security Company
 Name: _____ Phone: _____
 On scene security contact: _____ Phone: _____

**Event producers must provide adequate security for event management and crowd control. MPD may determine number required.*

Describe your security plan: _____

In signing this application for the permit sought hereunder the applicant acknowledges that the above provisions as to the indemnity of the City of Middletown, Kentucky.

Applicant Signature: _____ Date: _____

For Official City Use Only – Review/Approval Signatures

Middletown Police Department
 Signed: _____ Date: _____
 Middletown Public Works
 Signed: _____ Date: _____
 City of Middletown
 Signed: _____ Date: _____