



# COURTESY NOTIFICATION APPLICATION FORM

EVENT NAME \_\_\_\_\_

1. EVENT APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

2. EVENT DESCRIPTION: Check the appropriate box and describe your event.

Assembly    March    Block Party    Procession    Other

Describe event: \_\_\_\_\_

3. EVENT LOCATION \_\_\_\_\_

4. EVENT DATE \_\_\_\_\_ EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

5. SET UP DATE & TIME \_\_\_\_\_ TAKE DOWN DATE & TIME \_\_\_\_\_

6. RAIN DATE & TIME \_\_\_\_\_

7. PARKING AND TRAFFIC PLAN \_\_\_\_\_

9. SIZE OF EVENT (estimated number of people on-site at one time)

- ( ) 24 or less      ( ) 251 - 500      ( ) 1501 - 2000      ( ) 7501 - 10,000
- ( ) 25 - 100      ( ) 501 - 1000      ( ) 2001 - 5000      ( ) 10,001 or more
- ( ) 101 - 250      ( ) 1001 - 1500      ( ) 5001 - 7500

10. EVENT CONTACT PERSON(S):

\_\_\_\_\_ EMAIL \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

11. EMERGENCY WEATHER CONTACT PERSON(S):

\_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

12. ON-SITE CONTACT PERSON(S):

\_\_\_\_\_ PHONE \_\_\_\_\_

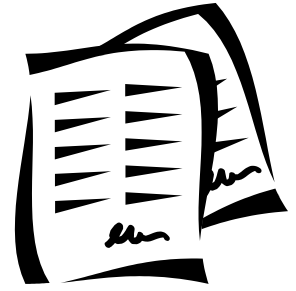
\_\_\_\_\_ PHONE \_\_\_\_\_

*By signing below, I agree that I have accurately and truthfully completed the courtesy notification form to the best of my knowledge.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

# SITE PLAN



**Please include a site plan when submitting the Courtesy Notification.**

Aerial maps are recommended such as those obtained from [www.maps.google.com](http://www.maps.google.com) or [www.mapquest.com](http://www.mapquest.com).

The site plan should include a detailed layout of the event area which shows the locations of the following (if applicable):

- Stage(s)
- Tent(s)
- Power source
- Water source
- Portable toilets
- Temporary traffic control devices
- Proposed parking
- Emergency services and residential traffic access

If the event involves a march or procession, please indicate on the site map the route that will be taken.

# WEATHER PLAN



## 1. How will you learn about inclement weather conditions?

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Examples include:

National Oceanic Atmospheric Administration (NOAA) weather radio or other weather monitoring device(s).

Cell phone notification to on-site contact person(s).

## 2. Who is responsible for getting the word out to attendees regarding inclement weather conditions and how will they do it?

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**\*\*Please notify Emergency Services personnel at 589-4415.**

## 3. Where will your attendees seek shelter and has permission been granted for the space(s)?

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## 4. Alternative rain date and/or contingent weather plan:

(Cancellation of event, rescheduling, rain delay, etc.)

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## 5. Other related information:

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