

According to Municipal Order 2013-001

## **Special Event Permit Guidelines**

(Or How to Know When You Need One)

This information has been prepared to assist you in planning and meeting necessary requirements for a safe and enjoyable event. If you should have any questions which are not answered in this application packet, please contact the Union City Clerk at (859) 384-1511 or email your questions to [twilhoite@cityofunionky.org](mailto:twilhoite@cityofunionky.org)

You will need to fill out a special event application if your event –

- Will interfere with vehicular or pedestrian traffic (occurs on City streets or rights-of-way),  
(or)
- Takes place on public property.

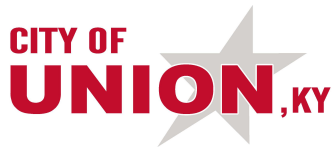
This includes block parties, parades, athletic events, and other special events, as defined below.

- **Block Party:** A festive gathering which requires the closure of a street. A special event permit is not required for block parties not requiring street closure.
- **Parade:** A march (or) procession which interferes with pedestrian and/or vehicular traffic. A special event permit is not required if the parade stays on sidewalk and abides by all traffic regulations.
- **Athletic Events:** An occasion when a group of participants collectively engage in a sport or other forms of physical exercise which interferes with pedestrian or vehicular traffic. This includes bicycle and foot races.
- **Other Special Events:** Street fairs, arts and crafts shows, carnivals, soapbox derbies, rallies, or other special events which interfere with pedestrian or vehicular traffic.

***NOTE: A special event permit is not a permit to violate City codes, ordinances, rules, or regulations, IE: noise violations. If a violation occurs, it may result in citation(s) issued to the event applicant/responsible person.***

### **Processing Procedure:**

Once you obtain a permit application, please submit the completed application to the Union City Clerk not less than **60 days** before the date of the event and no more than one year prior to the event date. This will allow sufficient time for processing of the application. There will be a **\$10 application fee** for all events. This fee is to cover administrative costs.



## Special Event Application

**Application date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

MUNICIPAL ORDER 2013-001 - A MUNICIPAL ORDER FOR THE ADOPTION OF SPECIAL EVENT GUIDELINES FOR THE CITY OF UNION, KENTUCKY.

**Please complete and return this application to the address listed above:** - City Clerk's Office

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### *Applicant Information*

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*If contact person is different than applicant, please list:*

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Sponsor/Organization Status:

Not-For-Profit Organization, please include tax exempt #: \_\_\_\_\_

For Profit Organization

Individual

Charitable

Other, please describe: \_\_\_\_\_

There will be a \$25.00 fee for ALL RETURNED CHECKS and A NON-REFUNDABLE service charge fee of 3% will be applied to Credit Card payments.

## EVENT INFORMATION

Name of Event: \_\_\_\_\_  
Location(s): \_\_\_\_\_  
Event date(s): \_\_\_\_\_  
Set-up date(s) and time(s): \_\_\_\_\_  
Event teardown date(s) and time(s): \_\_\_\_\_  
Street Closure Date(s) and time(s): \_\_\_\_\_

*Note: Any event that requires street closures must include date and name of Boone County Sheriff Deputy that granted the approval.*

Date Street Closure Approved: \_\_\_\_\_ Boone County Sheriff Deputy  
that Granted Approval: \_\_\_\_\_ Phone: \_\_\_\_\_

Will the event require Sound Amplification Equipment:  Yes **(or)**  No If so, please describe: \_\_\_\_\_

### ROUTE INFORMATION *(for parades, races, etc.)*

Attach Route or Event Map: A map is required for all events.

Assembly Location: \_\_\_\_\_ Assembly Time: \_\_\_\_\_

Specific type of event, please check all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Festival      | <input type="checkbox"/> Fundraiser      |
| <input type="checkbox"/> Parade        | <input type="checkbox"/> Political       |
| <input type="checkbox"/> Fair/Carnival | <input type="checkbox"/> Religious       |
| <input type="checkbox"/> Private Party | <input type="checkbox"/> Filming         |
| <input type="checkbox"/> Sports Event  | <input type="checkbox"/> Community Event |

Anticipated attendance: \_\_\_\_\_ Prior year attendance, if applicable: \_\_\_\_\_

Notify affected residents and/or businesses: Required for any street or sidewalk blockages or closures – including residences above businesses (i.e.: Old Union Road downtown area) unless other arrangements have been made with the City Clerk’s Office. You will need to send letters or notify the residents and/or businesses three (3) weeks prior to the street or sidewalk blockages or closures. Also, provide the city clerk with a list of who you notified about the closure.

I acknowledge that the information contained in this application is true and complete to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(required)*

**BLOCK PARTY ABUTTER APPROVAL FORM**

We the Undersigned residents of **(street name)** \_\_\_\_\_ request that **(street)** \_\_\_\_\_ be blocked off from **(starting time)** \_\_\_\_\_ to **(ending time)** \_\_\_\_\_ between **(street)** \_\_\_\_\_ and **(street)** \_\_\_\_\_ for the purpose of having a neighborhood block party. We agree to leave a 12-foot lane open for emergency vehicles.

| Name ( <i>please print</i> ) | Address | Phone Number |
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**RESIDENTS' AGREEMENT FOR STREET CLOSURE/BLOCKAGE**

**Special Event Name:** \_\_\_\_\_

**Special Event Applicant:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date of Closure/Blockage:** \_\_\_\_\_

**Time:** \_\_\_\_\_

*Note: Signatures are required by all Residents and/or Business Owners affected by the closure and/or use of the Street/Sidewalk during the Event.*

**Name (please print)                      Address                      Phone#                      Approve / Disapprove**

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