



City of Homer – Special Event Permit Application

The application process begins when you submit a completed Special Event Application to the City of Homer. Keep in mind that the acceptance of your application should in no way be construed as final approval or confirmation of your request.

Copies of the application will be reviewed by all affected City departments. You will be notified if your event requires any additional information, certificates, or fees.

It is our goal to assist event organizers in planning safe and successful events by minimizing impact on public safety and welfare. On behalf of the City of Homer we thank you for contributing to the spirit and vitality of our community through the staging of your event.

Best wishes for a successful event!

Applicant and Sponsoring Organization Information

Applicant Name		
Street Address		
City, State, ZIP Code		
Day Phone		
Fax Phone		
E-Mail Address		
Sponsoring Organization		
On-site Event Contact Person		Cell Number:
Sponsor Entity: <input type="checkbox"/> Corp <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other: _____		
In what state is the entity organized?		<i>*Attach proof that entity is in good standing in the state in which it is organized and qualified to conduct activity in the State of Alaska</i>
Principal Officer Name		Title:
Principal Officer Name		Title:
Principal Officer Name		Title:
Tax Exempt No:		<i>*Attach certification of current tax exempt status</i>
Does the sponsoring organization maintain any of the following insurance coverages?		
Comprehensive Commercial Liability <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, coverage amount: _____		
Comprehensive Automobile Liability <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, coverage amount: _____		
Worker's Compensation Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No		

Event Information

Type of Event (Check all that apply):	
<input type="checkbox"/> Festival/Fair <input type="checkbox"/> Tournament <input type="checkbox"/> Parade/March <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Private Party/Block Party <input type="checkbox"/> Run/Walk <input type="checkbox"/> Carnival <input type="checkbox"/> Filming <input type="checkbox"/> Outdoor Market <input type="checkbox"/> Other(specify):	
Event Title	
Event Date(s)	
Event Location	
Event Hours	Start:

Set-up	Date:	Time:
Break Down	Date:	Time:
Anticipated Per Day Attendance	Participants:	Spectators:

Overall Event Description

Briefly explain event and activities:

Venue/Route Information

Parade/Walk/Run Route:

Assembly Area:

Disbanding area:

Reviewing Stand Location

Number of anticipated entries

Does the event require a street closure? Yes No

Names of Street(s) to be closed:

	Between	and
	Between	and

Time of Street Closure Start: End:

Event Details

Is the event free to the public? Yes No Admission Cost: _____ Parking Cost: _____

Does your event involve the sale or consumption of alcoholic beverages? Yes No

If yes, please describe:

Will items or services be sold at the event? Yes No

If yes, please describe:

Will Vendors be cooking or heating food? Yes No

If yes, please describe:

Will event have amplified sound? Yes No

If yes, please describe:

Will there be any fenced areas? Yes No

If yes, please describe:

Will there be construction of stages, platforms, bleachers or other temporary structures? Yes No

If yes, please describe (including dimensions):

Will tents or canopies be used? Yes No

If yes, number of tents/awnings: _____ Size of tents/awnings: _____

Does the event include the use of fireworks? Yes No

If yes, please describe:

Does the event include the use of open flames (i.e. bonfires)? Yes No

If yes, please describe:

Does the event include rides, inflatables, animals, climbing walls, or similar devices? Yes No

If yes, please describe:

Will generators or other electrical equipment be utilized at the event? Yes No

If yes, please describe:

Do you plan on utilizing volunteers? If yes, in what capacity?

Traffic Control

Please describe your plans for traffic control and parking for this event:

Will you be providing traffic safety equipment at your event? Yes No

Number of barricades: _____ Number of traffic cones: _____ Number of directional signage: _____

If no, please explain:

Sanitation

Will you be providing trash receptacles at your event? Yes No

If yes, number of trash cans: _____ Number of dumpsters: _____

If no, please explain:

Will you be providing portable rest room facilities at your event? Yes No

If yes, number of portable restrooms: _____

If no, please explain:

Public Health

Please describe your first aid/medical plan for this event:

Safety/Security

Please describe your security plan for crowd control and safety:

Have you hired a Security firm to handle security arrangements for this event? Yes No

If yes:

Company Name:

Phone Number:

Number of Guards:

Contact info for day of event:

Event Promotion

Please describe marketing and promotional effort for the event:

Rules and Regulations

- Special event permit applications shall be made no less than 120 days prior to the requested event date.
- The permit is not transferable. Only areas specifically designated in the permit are to be used.
- The Onsite Contact Person must be available onsite for the entire duration of the event.
- You must receive approval for your event before you promote market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location or an automatic approval of your event.
- A site plan/route map of your event **must** be included with your application and should be in an 8 ½" x 11" or 8 ½" x 14" format. The site plan/route map should identify all streets and areas that are part of the venue and surrounding area as well as the location/dimensions of stages, platforms, canopies, bleachers, platforms, beer gardens, cooking areas, vendor booths, portable toilets, trash containers, dumpsters, generators, exit locations, registration areas, fencing, barriers, first aid facilities, etc. If the event involves a moving route of any kind, indicate the direction of travel and any street closures.
- In accordance with Homer City Code 19.02.040 and 19.02.080, the City Manager may approve a permit application subject to certain conditions or stipulations regarding the time, place or manner of the special event and/or insurance requirements.
- All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the City to utilize City services. All expenses will be the responsibility of the event applicant.
- Granting of a Special Event Permit by the City of Homer does not exempt the special event or its sponsor(s) from obtaining any business licenses or other permits which may be required by any federal, state or local statutes, ordinances, rules or regulations or from complying with any federal, state or local statutes, ordinances, rules or regulations.
- In some cases, the hiring of officers from the City of Homer Police Department, a professional security company, or a combination of both may be required by the City of Homer in order to obtain a Special Event Permit. The Homer Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.
- The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Fire Department may require an inspection at your cost before and/or during the event.
- If the City Manager determines additional city services may be required for your event, you will be notified with an estimate of the cost of such additional support services as well as deposit or bond requirements to meet such costs. The applicant(s) shall assume and reimburse the City for any and all costs and expenses determined by the City to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:
 - The cost of providing, erecting, and moving barricades and/or signs;
 - The cost of providing and moving garbage or waste receptacles;
 - The cost of city personnel required by the city to work overtime hours.

Indemnity

The undersigned Applicant/Sponsor of this special event agrees to indemnify, defend and hold harmless the City of Homer, and its officers, employees and agents from any and all actions, claims, damages, losses and liability arising out of or alleged to arise out of the special event which was proximately caused by the Applicant/Sponsor, its officers, employees, agents, or any other person attending or joining in the special event who was, or reasonably should have been under the Applicant/Sponsor's control.

Signature of Applicant

Date

Signature of Witness

Date

Be sure to attach:

- ✓ Proof that the sponsoring organization is in good standing with its organizing state and qualified to conduct activity in the state of Alaska
- ✓ A site plan/route map of the event
- ✓ Certification of current tax exempt status (if applicable)

Please submit your completed application and
the application fee (made payable to City of Homer) to:

City of Homer
Attn: City Manager
491 East Pioneer Ave
Homer, Alaska 99603
Email: citymanager@ci.homer.ak.us
Phone: (907) 235-8121 ext. 2222
Facsimile: (907) 235-3148