

# City of Paris

## Special Event Guidelines and Permit Application

Effective Date: January 1, 2025

Updated: 10/20/25



### City of Paris Special Events

The City of Paris takes pride in the quality and safety of the special events that are hosted each year in the City. The City of Paris appreciates the cooperation of event organizers in ensuring the safety and success of all community events.

### Purpose of Permit

A Special Event Permit is required by any person or group desiring to use any city property or public right-of-way including any street, avenue, boulevard, road, highway, sidewalk, alley or easement that is owned, leased, or controlled by the City of Paris unless these areas are governed by another permit or application process. Special Event Permits are also required for events held on private property that impact on the public right-of-way and are open to the public.

### Responsibility of Organizers

Special Event organizers are expected to review all requirements and codes and to operate under the terms and conditions of the approved permit. Event organizers are required to follow the guidelines for all City departments and are responsible for ensuring that vendors and guests adhere to the guidelines as well. Events must begin and end at the approved times and ensure that all vendors end sales and break down their booths and that crowds disperse at the end of the event. It is the responsibility of the organizer, as part of the outreach to the community, to identify if there are conflicting permits that affect your layout.

It is crucial that the event organizer ensures compliance with City Ordinance § 50.101 Nuisance Declared: Permissible Sound Levels. Event organizers are also expected to return event venues to the conditions that existed prior to the event, including the removal of trash, rental equipment, etc. Failure to abide by all of the stated requirements and conditions may result in a rejection of event permits in the future and additional costs to the event organizers. Event, and or Organizers must be in good standing with the City of Paris. Event and Organizers with outstanding fees, fines, taxes, licenses, and or citations will not be issued a Special Event Permit until in good standing with the City is restored.

### Service Fees

The City shall be reimbursed the cost of providing services at the percentage set forth below:

- a. Private for profit and Post-Secondary Education Institutions - 100% of Service Fee Rates
- b. Outside Agencies, Non-profit organizations, and Schools located in the City- 50% of Service Fee Rates. *Requesting a Non-profit or School discount, the applicant attests that 100% net proceeds shall insure exclusively to the benefit of the sponsoring organization and not to any private shareholder or person.*

### Permit Process

Special events consist of any activity which occurs upon private or public property that will affect the ordinary use of the public property, public streets, rights-of-way, on street parking, or sidewalks. Event applicants may submit applications for one of the following categories of events:

- a. *Athletic Event* - required when a competitive race or ride takes place within a public park, street, Typically requires individual or team registration and or a type of payment or entry fee.
- b. *Community Event* – Provides a public benefit and or stimulates broad economic or cultural activity within a neighborhood or business district. Organized by neighborhood-based, community-based, ad-hoc groups, or groups that do not have a geographic base.

- c. *Event Street Closures* - can serve many purposes, including sports, religion, trade, commerce, entertainment, or cultural expressions.
- d. *Festivals* - any organized festival, fair, gala, ceremony, celebration, dance, or other gathering of persons on a specified date(s) upon public right-of-way street, sidewalk, park, easement, etc.
- e. *Parade* - a public or private, procession, motorcade, walk, or parade of any kind, or any other gathering of people that occurs upon public right-of-way street, sidewalk, easement, etc., that is normally used for vehicle or pedestrian traffic.

A group or individual requesting multiple events, applicants must fill out a permit application for each individual event even those in a series and each event will require a separate permit fee. One damage deposit may be made and deposit retained for each subsequent event pending damages from any previous event.

Applications for special events must be filed with the City of Paris no later than 60 days prior to the event date. Applications filed between 60-20 days to the event date will incur an additional non-refundable \$50 late application fee and may be denied and subject to additional review fees.

All Special Event Applications must include a \$100 permit fee and may include a deposit fee if deemed required by the City Manager. Payments may be made by check or cash to the City of Paris. Following the event, if no damage or excessive cleaning of the event site is found, the deposit will be returned to the applicant if one was required. If damages or circumstances requiring excessive cleaning efforts are found, the damage deposit will be retained to cover costs and any costs in excess will be billed directly to the applicant.

If event is cancelled due to weather or any other unforeseen reason, fees and deposits "if required" may be retained, and the event may be re-scheduled within the same calendar year.

All Special Event Permits are approved by the City Manager or Designee. The City Manager and or Designee will acknowledge receipt of the application within ten days of receipt.

Event applicants must be at least 18 years old. If the event is designed to be held by and on behalf of or for a person other than the applicant, applicant must file written communication from person authorizing the applicant to apply on his/her behalf, and person authorizing must provide picture ID proof that they are 18. The applicant must also provide proof that they are over 18. Applicants for recurring events, Outside Agencies, or Non- Profit organizations are permitted to keep authorized applicants on file on an annual basis.

Applications will be processed on a first-in-time basis and based on a full and complete submission of necessary information and documentation. This process will be followed in the event that a conflict arises which would involve more than one group seeking an event during the same time and location.

## General Guidelines

### *Neighborhood and Business Impact:*

Prior to issuing a permit, the City of Paris may contact, or may require the applicant to contact, affected neighborhood businesses or residents for input on the impact the event will have. This could necessitate the issuance of variances or require changes in the event plan to prevent a negative impact on the neighborhood or business.

- a. The applicant will be responsible for notifying affected neighbors of the event type, date and time of the event, and of any partial street closures or parking restrictions in the event area. The applicant may be asked to obtain signatures of approval from affected businesses and property owners prior to application approval. The Special Event shall also not interfere with the movement of emergency response vehicles.

### *Permits and Licenses:*

The applicant and vendors should obtain and maintain during the term of this guide all necessary permits and licenses for the event. In addition to the City of Paris Special Event permit, other types of permits or licenses may be required and are subject to inspection and restriction.

- a. These may include but are not limited to charitable gaming licenses, business or itinerant merchant licenses, and or permitting through the Bourbon County Health Department.
- b. State road encroachment permits. To determine if your project is on a state road, visit [maps.kytc.ky.gov](https://maps.kytc.ky.gov). Applicants must abide by all federal, state and municipal laws, rules and regulations.
- c. Alcohol license when required must properly complete all appropriate City and State application forms.

### *Supervision*

The applicant must provide sufficient competent personnel to plan, implement and supervise other personnel and activities in addition to providing personnel to take proper care of the grounds and facilities. The City of Paris will not be responsible for event planning, implementation, volunteers, or event personnel supervision.

### *Security Plan and Reimbursement*

The permittee shall cooperate with the City Manager in implementing and adhering to the emergency response plan for the parade or special event. The Special Event will not require an amount of emergency response resources that will deplete the city's available resources.

- b. The decision to use City police officers, whether on-duty or off-duty, or police cadets, shall be within the sole discretion of the City Manager or Designee.
- c. The City may require public safety personnel at the event at the sponsor's expense as a condition of the permit.

### *Perimeter Control*

Perimeter control is required for the sale of alcoholic beverages during an event. The area where alcohol will be sold and consumed is permitted by the State and has specific boundaries. This area must be clearly defined from non-permitted areas. The applicant is responsible for marking and maintaining the perimeter and must ensure that no alcoholic beverages are removed from the area. Perimeter control must be carried out in a manner that does not damage the grounds if the event is on city property or public right-of-way.

### *Waste Management*

The applicant must work with the City's Public Works Department to provide waste and recycling receptacles to be in the immediate area of an event. These receptacles should be delivered on the day prior to the event. Waste and recycling receptacles must be removed when full or on the next regular business day following the event. The City of Paris has 12 waste recycling receptacles, receptacle needs that exceed 12 receptacles will need to be arranged through Rumpke Waste and Recycling.

- a. Event organizers are also expected to return event venues to the conditions that existed prior to the event, including the removal of trash, rental equipment, etc. Failure to abide by all of the stated requirements and conditions may result in a rejection of event permits in the future and additional costs to the event organizers.
- b. It is permissible for event organizers to enlist partial or full support from volunteer groups to provide trash, recycling, and waste management for the event. Written documentation of a detailed clean-up plan provided by volunteer services must be provided at the time of application.
- c. At the end of the event, all permanent trash receptacles must be left empty with new can liners. All signage, event-related supplies and equipment must be removed. All trash and waste must be picked up and hard surfaces must be clear of stains from spills. If clean-up and trash requirements are not met, event organizers will be billed and required to pay for city services necessary following the event.

### *Electric Department*

- a. If your event requires electrical services for booths, food vendors, lighting, sound systems, or any other item, you must indicate those needs with the event application.
- b. The Event Organizer is responsible for conducting a site assessment to determine their electrical needs. The event organizer is also responsible for providing safety protection from hazards associated with any utilities.

- c. Electrical cords should be taped down. Avoid overloading and prevent rainwater or any other liquids from coming into contact with electrical equipment. Cords should be a safe distance from heat producing appliances and propane.
- d. Vendors are strongly encouraged to come prepared with 100 feet of extension cord.

#### *Honor Guards*

To request a Police Honor Guard in an event, please contact the Police Department at 859-987-2100.

#### *Event Requirements – All event types*

Proposed event map should include a route plan clearly identifying the timing and locations of proposed street closures, and the direction of movement. Applicants must provide a map with the geographic locations of all event items listed below.

- a. Outline of the entire event venue including the names of all affected streets and areas.
- b. Detour map and plan is required to be submitted with each permit application.
- c. Clear markings for street closures and a schedule for each.
- d. Location of fencing, barriers, and/or barricades. Indicate any removable fencing and exit locations for emergency purposes.
- e. Location of all stages, platforms, bleachers, grandstands, tents, booths, cooking areas, vehicles, trailers, and other temporary structures. Applicants should also clearly mark locations of food and alcohol serving or sales, if applicable.
- f. The location(s) and number of all portable toilets and wash stations.
- g. The location(s) and number of all trash and recycling containers, including dumpsters.
- h. The location of generators or any source of electricity.
- i. Traffic plan and map, including proposed loading/drop off areas, barricades, secured areas, vehicle and bicycle parking and or break areas.

### **Accessibility**

Event organizers are asked to take care to ensure that people with physical or developmental disabilities, vision or hearing impairments will feel welcome and are able to participate, all events should be ADA compliant, as they allow.

### **Health Department**

Food and beverage vendors are subject to inspection and permit by the Bourbon County Health Department. Every food and beverage vendor must be licensed by the City and be inspected prior to selling food or beverages. For more information regarding Temporary Food Permits please contact the Bourbon County Health Department at 859-987-1915.

### **Insurance Requirements**

Event organizers and any vendors who enter into contracts with them must purchase and maintain throughout the event, including set-up and breakdown, the following types of liability insurance, if applicable, at their own expense:

- a. *General Liability Insurance* – If the event is being produced by a business or non-profit organization, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage, and product liability, with a minimum limit of liability of \$1,000,000 per occurrence/\$2,000,000. The event organizer and its vendors must list The City of Paris as additional insured on all commercial general liability policies.
- b. *Alcohol Liability Insurance* – If the event is being produced by a business that manufactures, distributes, sells, or serves alcoholic beverages at an event, they must also submit a Certificate of Insurance providing proof of a liquor liability insurance policy or properly endorsed general liability policy. If your event is serving/selling alcohol, you will also need an alcohol liability policy in the amount of \$1,000,000 from each vendor serving/selling the alcohol. The supplier of the alcohol liability policy must list The City of Paris as additional insured on the policy providing the alcohol liability insurance.

- c. *Carnival Rides, Petting Zoos, or Inflatables.* – If the event organizer or vendor intends to use carnival rides or inflatables at their event, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, as described in the General Liability Insurance section above.
- d. *Fireworks or Pyrotechnics.* If the event organizer intends to display fireworks or pyrotechnics it must be approved by the Board of Commissioners prior to the event. A Certificate of Insurance is required to provide proof of a commercial general liability insurance policy with a minimum limit of liability of \$2,000,000 per occurrence, listing the date(s) of the event. The pyrotechnic vendor must list the City of Paris as additional insured. The pyrotechnic vendor's policy must list The City of Paris and any venues hosting an event as additional insured. Any person who manages, directs, or supervises the discharge of a public display of fireworks is required to obtain a permit found on the city website [www.paris.ky.gov](http://www.paris.ky.gov). The permit will be issued once all information has been reviewed and approved by the Fire Chief.

Miscellaneous Insurance Requirements – apply to all policies. With reasonable notice to event producers, The City of Paris reserves the right to require insurance of event organizers and or venues to increase the minimum acceptable limits of liability for their specific activity.

All Certificates of Insurance required for an event must be submitted by the applicant with the Special Event permit application.

- a. All event related insurance policies must include the following language: The City of Paris is named Additional Insured on the above referenced liability policies with exception of Workers' Compensation & Professional Liability where required by written contract. The above-referenced liability policies are Primary and Non-Contributory where required by written contract. 30-day notice of cancellation will be given to the certificate holder per policy endorsement.

### Fire Code Requirements

The applicant is responsible for complying with all applicable fire codes. Any fire safety concerns or questions should be brought to the City Manager and or Designee prior to the event. The Fire Department may make site inspections and add additional requirements for safety.

### Banners, Signs, and Tents

All canopies or tents must be properly secured. Canopies or tents with stakes longer than 12" being driven into the ground are not allowed without advance permission from the City. Any damage caused by tents will be the responsibility of the applicant.

- a. Tents are subject to all Fire Code requirements including, but not limited to, exit lighting, fire extinguishers and egress requirements outlined in Chapter 24 of the International Fire Code.
- b. Banners can be hung across city streets for a special event that requires approval of the City Manager. Banners hung across state streets may require a state permit. Banners may not be secured to any trees, utility poles, or street/traffic lights.
- c. Tents with an occupant load of 100 require state approval, under 100 can be approved by the City.
- d. All signs must be removed at the conclusion of the event. It is recommended to use laminated signs to withstand any weather.
- e. Signs advertising the event, or directional signs, placed in the public right-of-way are at the discretion of the City Manager and or Designee.

### Portable Restroom

If permanent restroom facilities are not available at the event, event organizers must provide chemical-type toilet(s) and hand washing stations for public events. Recommendation is one restroom per 200 people if the event is for more than two hours and 10% of the toilets should be handicapped accessible.

### Traffic and Parking Management

Traffic and parking should be utilized in an unobstructed and non-disruptive manner. The Special Event will not substantially interrupt the movement of traffic on nearby streets. Street/building construction or planned construction at or near the proposed site during event dates must be noted.

- a. Any stationary event should ensure that there is one continuous straight lane eleven (11) feet in width open to provide EMS and Fire access. A vertical clearance of 11 feet must be maintained and there must be a 3-foot clearance around fire hydrants.
- b. If the event requires restrictions on parking, the applicant or City Police Department will install 'No Parking' signs 24 hours prior to the event. If the event is mobile, the event must move from point of origin to point of termination without unreasonable delay.

### Public Notice

Communication for your event is required to prevent issues, minimize impacts, and ensure affected neighbors and businesses are aware of events and can provide input. Clear and broad advance organizer communication is required, and your good work will ensure success for the event. The applicant is encouraged to advertise the special event at a minimum of two occasions, no less than 14 days prior to the event. The second advertisement is required to be made no less than 7 days prior to the event if the event is open to the public and engaging individuals with the intent to publicize a product, brand, company, or organization, or cause so as to increase sales or public awareness. If notification is not performed, your Special Event Permit may be revoked or canceled.

### Hold Harmless Agreement

To the fullest extent permitted by law, the agency hereby agrees to defend, pay on behalf of, and hold harmless the City of Paris against any and all claims, demands, suits, losses, including costs connected therewith, for any damage which may be asserted, claimed, or recovered against or from the City of Paris its elected and appointed officials, employees, volunteers, agents, or all others working on behalf of the City of Paris, by reason of personal injury, including bodily injury and death, and/or property damage or intended wrongful act, including loss of use thereof, which arose out of the alleged negligence of the agency and/or in any way connected or associated with the event in which is being sponsored by.

### Acceptance

The City of Paris has established the Special Event Permit Application Process and created General Policies for permitted special events.

Special events may have an impact on property owners, businesses, residences and the general community due to the necessary changes in traffic circulation and other circumstances. These types of events also present a potential risk to the City of Paris. The City of Paris is committed to providing special events that complement the quality of life and the general function of City government.

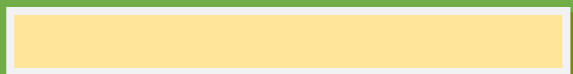
I have read and understand the application process and the special event guidelines for a City of Paris Special Event Permit.

\_\_\_\_\_  
Applicant Signature                      Date

### City Commission and City Manager Approval

Commission Event Approval Date (if applicable) \_\_\_\_\_.

Signature Date: \_\_\_\_\_ City Manager





## EVENT PERMIT APPLICATION

525 High Street - Paris, KY 40361

Phone (859) 987-2110; Fax (859) 987-3653

Permit Fee: \$ 100.00

Application must be received 60 days prior to the event date, an application is required for each event including reoccurring events. For events of anticipated attendance of 500 or more applications must be received 90 days prior to the event date.

Applying for a permit does not guarantee that your event will be approved. The City of Paris assumes no liability if an event is not approved. Selling tickets, advertising, gaining sponsorship, and other activities done prior to event approval is at the risk of the event organizer.

### APPLICATION INFORMATION

Organization Type: ☐ Individual ☐ Partnership ☐ Corporation ☐ LLC ☐ Other ☐ Non-Profit

Organization Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Start and End Date: \_\_\_\_\_ Federal ID (EIN): \_\_\_\_\_

KY State ID Number: \_\_\_\_\_ Social Security #: (If Individual): \_\_\_\_\_

Event Organizer Contact: \_\_\_\_\_ Organizer Phone Number: \_\_\_\_\_

### EVENT DETAILS

Event address/location within Paris city limits (*attach map/route*): \_\_\_\_\_

Will a fee be charged to the public? ☐ Yes ☐ No if yes, amount: \_\_\_\_\_

Will a fee be charged to vendor/participants? ☐ Yes ☐ No if yes, amount: \_\_\_\_\_

Total attendance expected: \_\_\_\_\_ Peak attendance expected at any given time: \_\_\_\_\_

Contingency plan for inclement weather: (*attach plan*) \_\_\_\_\_

Event Name & Description: (*attach information*) \_\_\_\_\_

Will the street(s) need closed? ☐ Yes ☐ No if yes, list streets and times (*attach map*) \_\_\_\_\_

Will you be closing a State Road? ☐ Yes ☐ No if yes, please attach copy of the completed State Encroachment Permit.

Will portable restrooms be utilized for this event? ☐ Yes ☐ No if yes, what are the locations, and how many are being rented (*attach information/layout*) \_\_\_\_\_

Name of supplying vendor: \_\_\_\_\_ Phone number: \_\_\_\_\_

Arranged date/time for drop-off: \_\_\_\_\_ Arranged date/time for pick-up: \_\_\_\_\_

Do you want to activate the EDC for this event? ☐ Yes ☐ No



If permanent restroom facilities are not available at the event, event organizers must provide chemical-type toilet(s) and hand washing stations for public events. Recommendation is one restroom per 200 people if the event is for more than two hours and 10% of the toilets should be handicapped accessible.

Will your event include music ☐ Yes ☐ No *if yes, please provide a copy of your ASCAP license.*

#### **ALCOHOL, FOOD, BEVERAGE, and MUSIC**

If you plan to serve, sell, or auction alcoholic beverages at your event, you are required to obtain both a Commonwealth of Kentucky and City of Paris alcoholic beverage control (ABC) license application found at [www.paris.ky.gov/Business](http://www.paris.ky.gov/Business), if not already properly licensed. It is recommended that event organizers apply for an alcohol license at least 30 days prior to the special event.

Will there be alcohol sales? ☐ Yes ☐ No

Will you be applying for a temporary alcohol license: ☐ Yes ☐ No *if yes, attach application.*

Will you be using an ABC licensed vendor ☐ Yes ☐ No *if yes, provide name and contact information.*

Alcohol Vendor Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Insurance Agency: (*attach policy*) \_\_\_\_\_

Number of non-food vendors: \_\_\_\_\_ Number of food and beverage vendors: \_\_\_\_\_

Are you requesting permission to have amplified sound? ☐ Yes ☐ No *if yes, please provide the following:*

Description: DJ, Live Music, Announcements \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Amplified sounds must comply with City ordinance § 50.101 Nuisance Declared: Permissible. The proposed location of the sound system, a description of the sound system, and location of all speakers must be identified on your event map.

ASCAP Music Licenses Agreement: [ASCAP Music License Agreements and Reporting Forms](http://www.ascap.com/licenses)

Will your event include the use of drones? ☐ Yes ☐ No *if yes, please provide the following information:*

Purpose: \_\_\_\_\_ Drone License Certificate Number: \_\_\_\_\_

Drones must be operated by a licensed and certified FAA pilot according to the FAA Small Unmanned Aircraft Systems (UAS) Regulations (Part 107) for drone operation rules and requirements. Drone general liability insurance is required.

#### **Food Vendors:**

Food trucks may not provide food service unless they meet permitting requirements set forth by the Health Department. One or Multi Day event permits may be obtained in person or online at <https://bourboncohd.org/>

Vendors must be compliant with Title 902 KRA45:005 Kentucky food code.

<https://apps.legislature.ky.gov/law/kar/titles/902/045/005/>

All temporary food vendors must have a permit to operate. All temporary food vendors must have a permit from the Bourbon County health department. Temporary food guidelines can be found here:

<https://www.chfs.ky.gov/agencies/dph/dphps/fsb/FSDocs/tempreq.pdf>

**AT NO TIME** should any cooking, food or waste products be poured down storm drains, into gutters, on streets, or poured directly into trash receptacles. This includes fats, oils, grease, wash water, soap, or food waste. In the event a vendor is identified with improper disposal they may be subject to a \$500 fine.

Vendors shall enclose waste products in containers and take them to appropriate garbage bins or offsite.



## CITY OF PARIS EVENT SERVICES

Large events generally require some level of City of Paris support or services in order to be successful. Services may be requested, and larger events will be required to work with the City Manager or Designee, with specific service requests and fees.

The City of Paris reserves the right to charge additional fees if damage or cleanup to the property exceeds general expectations. The non-refundable fees for services will be paid in full prior to the event, unless due to unforeseen circumstances the event is cancelled. The City of Paris will provide a cost estimate of the requested and or required services. Upon receipt of the estimate, you may choose to modify your request to meet your budget needs.

***Please check all Services that are requested for the event.***

- |                                                              |                                                  |
|--------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Police Security/Crowd Control       | <input type="checkbox"/> Police Honor Guard      |
| <input type="checkbox"/> Trash Set-up including bags/liners  | <input type="checkbox"/> Electrical Service      |
| <input type="checkbox"/> Trash Pick-up and Disposal          | <input type="checkbox"/> Fire Personnel          |
| <input type="checkbox"/> Medical Personnel                   | <input type="checkbox"/> Rental of Traffic Cones |
| <input type="checkbox"/> Rental of Street Barricade Barriers | <input type="checkbox"/> Rental of Traffic Drums |
| <input type="checkbox"/> Rental Street Closure Sign          | <input type="checkbox"/> Trash Cart Rental       |
| <input type="checkbox"/> Other (explain): _____              |                                                  |

***\*Note:*** Please note that additional services selected above will incur extra fees. The total cost will be provided after your application has been reviewed.

For events with 500 or fewer attendees, it is permissible for event organizers to enlist partial or full support from volunteer groups to provide trash, recycling, and waste management for the event. Written documentation of a detailed clean-up plan provided by volunteer services must be provided at the time of application. At the end of the event, all permanent trash receptacles must be left empty with new can liners. All signage, event-related supplies and equipment must be removed. All trash and waste must be picked up and hard surfaces must be clear of stains from spills. If clean-up and trash requirements are not met, event organizers will be billed and required to pay for the city services necessary following the event.

**APPLICATION AGREEMENT - *Applicant agrees to comply with all material respects, applicable laws, rules, regulations, and provisions as stated within the application.***

- 1. Insurance: General Liability Insurance** – If the event is being produced by a business or non-profit organization, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage, and product liability, with a minimum limit of liability of \$1,000,000 per occurrence/\$2,000,000. The event organizer and its vendors must list The City of Paris as an additional insured on all commercial general liability policies.
- 2. Alcohol: Alcohol Liability Insurance** – If the event is being produced by a business that manufactures, distributes, sells, or serves alcoholic beverages at an event, they must also submit a Certificate of Insurance providing proof of a liquor liability insurance policy or properly endorsed general liability policy. If your event will be serving/selling alcohol, you will also need an alcohol liability policy in the amount of \$1,000,000 from each vendor serving/selling the alcohol. **NOTE:** Acceptable Insurance Certificates must be submitted with the Event Permit Application, or the event application is subject to be denied.
- 3. Accessibility:** Event organizers are asked to take care to ensure that people with physical or developmental disabilities, vision or hearing impairments will feel welcome and are able to participate.

**4. Responsibility of Event Organizer:** Special Event organizers are expected to review all requirements and codes and to operate under the terms and conditions of the approved permit. Event organizers are required to follow the guidelines for all City departments and are responsible for ensuring that vendors and guests adhere to the guidelines as well. Events must begin and end at the approved times and ensure that all vendors end sales and break down their booths and that crowds disperse at the end of the event. Event organizers are also expected to return event venues to the conditions that existed prior to the event, including the removal of trash, rental equipment, etc. Failure to abide by all of the stated requirements and conditions may result in a rejection of event permits in the future and additional costs to the event organizers.

**5. Hold Harmless Agreement and Applicant Affidavit:**

To the fullest extent permitted by law, \_\_\_\_\_ (*Name of Organizing Agency*) hereby agrees to defend, pay on behalf of, and hold harmless the City of Paris against any and all claims, demands, suits, losses, including costs connected therewith, for any damage which may be asserted, claimed, or recovered against or from the City of Paris its elected and appointed officials, employees, volunteers, agents, or all others working on behalf of the City of Paris, by reason of personal injury, including bodily injury and death, and/or property damage or intended wrongful act, including loss of use thereof, which arose out of the alleged negligence of \_\_\_\_\_ (*Name of Organizing Agency*) and/or in any way connected or associated with the event(s) known as \_\_\_\_\_ (*Name of Event*) which is being sponsored by \_\_\_\_\_ (*Name of Organizing Agency*).

Applicant declares all information submitted on this application is true and accurate. Application approval does not imply city sponsorship. Review the instructions for further information in reference to special events. Applicants will immediately notify the City of Paris of any additions or changes that arise after application is submitted and or approved. Changes could result in denial or revocation of permit. On behalf of the organizing agency, and all members thereof, applicant agrees to abide by all policies, procedures, and instructions set forth or provided by the City of Paris, its staff, officers, and designated agents, and will comply with all local, state, and federal laws or regulations.

I further certify that I, on behalf of the organizing agency, am also authorized to commit to that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Paris.

**Print Applicant Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The City Manager hereby conditionally approves a Special Event Permit for the above applicant. The license may be revoked at any time if applicant fails to maintain requirements set forth.*

Account Number: \_\_\_\_\_ City Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return application, non-refundable \$ 100 Permit Fee, and supporting documentation to: (check, or cash only)

The City of Paris  
525 High Street  
Paris, KY 40361  
Attn: City Clerk

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## Checklist

Throughout the application process you will be notified if your event requires any additional information, permits, licenses or insurance. Delays in providing the requested items often delay the ability to finish the application process and approve an application in a timely manner and could result in denial of the application.

- ☐ Attached signed acknowledgement of Special Event Guidelines
- ☐ Proof of Insurance
- ☐ State Road Encroachment Permit
- ☐ Must include names of ALL street closures and proposed times. The City of Paris requires that all affected residents/businesses both on and adjacent to a proposed street closure be notified of such a street closure.
- ☐ Events with moving parade or procession, please include start/end locations and direction of travel.
- ☐ Trash collection plan (if applicable)
- ☐ ASCAP Music Licensing Agreement
- ☐ Alcohol Licensing (if applicable)
- ☐ Drone Certification (if applicable)
- ☐ Location of first aid station and emergency services (if applicable)
- ☐ Location of stage(s) (include dimensions), platforms, canopies and tents (including sizes), portable toilets, vendor/exhibitor booths, alcohol gardens, cooking areas/vendors, trash/recycle dumpsters and any other temporary structures, inflatables, animals, carnival rides, pyrotechnics, vehicles (if applicable)

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## HOW TO CREATE AN EVENT MAP

Go to the google maps website and sign into your google account.

1. Click the hamburger icon in the top left corner.
2. In the options menu, click "your Places".
3. Click the "maps" tab on the top Right corner of the menu. Then select the "create map" button.
4. Enter the park name or address in the search bar.
5. Using the "add marker" tool or "draw a line" tool on the toolbar at the top, place the location of each feature on the map.
6. After placing a marker or drawing a description box will be prompted. Enter a label for each item in the description box.
7. Hover over the label name on the sidebar and click on the "paint icon" that appears. Assign each point a unique color or icon.
8. When finished click on the three dots icon at the top right of the sidebar next to the map title. Select "print map".
9. In the print map menu dialogue box adjust each field to:
10. Paper size: to "tabloid (11" x 17")" Orientation: portrait -Output type: pdf. Then click the "print" button.

The map will open as a pdf file. Download and save the pdf to your computer.