



Town of Bartonville

Special Event Permit

Permit Number: _____
Approved By: _____
Approved Date: _____

All applications for a permit shall be made no less than ten (10) days prior to the date of such special event, carnival or parade.

Applicant Information

Applicant/Organization: _____

Address: _____

Phone: _____ Email Address: _____

Event Information

Date: _____ Time/Duration: _____

Event Address: _____

Event Description: _____

A site plan must be attached showing in detail the different component parts of the temporary special event, circus, or parade, including:

- All shows, concessions, amusements, businesses, and the location of each on the property.
- Proposed location and size of parking area. Indicate if parking area is paved or unpaved. Indicate all drive approaches. Curb jumping or on-street parking is prohibited.
- Location, type and quantity of sanitary facilities.
- The location and orientation of loudspeakers or sound amplification devices, if any.
- Size and location of tents, booths, concessions, rides, and parking.

Approximate number of attendees expected: _____

Approximate number of vehicles: _____

Types and number of animals: _____

Additional Items to submit (all items must be submitted before the permit will be approved)

- Traffic plan that will provide for safe and orderly movement of normal traffic (Traffic shall not be substantially interrupted).
- Lease or agreement from the property owner giving permission to hold the event on the property (must be notarized).
- If tents are erected, copies of flame retardant certificates from the tent company are required as well as an inspection from the fire marshal.
- Electrical permit is required for all proposed electrical work. All electrical work shall be performed by a licensed master electrician and shall comply with the adopted building code.
- Plumbing permit is required for all proposed work. All plumbing work shall be performed by a licensed master plumber and shall comply with the adopted building code.
- Proof of public liability insurance with minimum combined limits of one million dollars. Religious and nonprofit organizations and public/private schools are exempt.

Applicant signature: _____ Date: _____

The application shall be reviewed and approved by the police department, fire department, and the town administrator, or his/her duly appointed representative, for traffic control, security, and fire along with other health and safety related issues

The permit may be issued for a period no greater than fourteen (14) calendar days from the date of issuance.