

City of Villa Hills Special Event Permit Application Instructions

A Special Event Permit is required for any festival, ceremony, show, demonstration, exhibition, pageant, transient amusement enterprise, outdoor temporary gathering or similar event, in or on or having substantial impact on any street, park, or other public place in the city. Any person or organization wishing to conduct or sponsor such an event is required to complete the City of Villa Hills Special Event Application form.

Procedure

- A complete application must be submitted to the Chief of Police office **no less than thirty (30) days** from the event date. An application for a permit to conduct a special event **will not** be reviewed until the application is complete, including additional documentation and payment of fees.
- Each department listed in the application will make a recommendation of approval or denial to the Chief of Police. The City Mayor will then approve or deny the application within seven (7) days of receipt of the staff recommendations. If a permit is denied, the applicant has the right to appeal this denial to the Mayor's office. Appeals must be made in writing and submitted to the Mayor's office within five (5) days of the applicant's receipt of the notice of denial. Failure to appeal a denial within this time period will result in a waiver to appeal the denial.
- The Mayor has the authority to revoke an approved Special Event Permit.

Fees

Permit fees must accompany the Special Event Permit Application and are determined by impact level:

- **Block Party Permit (\$25.00 fee):** Neighborhood gatherings confined to a block or a portion of a street where no alcohol is allowed, served or consumed on public property; less than 200 people.
- **Low Impact Permit (\$25.00 fee):** Events including, but not limited to, neighborhood picnics, social gatherings or meetings, small theatrical performances; no alcohol served; less than 1,000 people.
- **Medium Impact Event Permit (\$50.00 fee):** Events including, but not limited to, dances, animal shows, rallies, flea markets; no alcohol served; 1,000 - 2,500 people.
- **High Impact Event Permit (\$75.00 fee):** Events including, but not limited to, sporting events, running and cycling races, circuses, carnivals with rides; no alcohol served; 2,500 - 5,000 people.
- **Special Impact Event Permit (\$100.00 fee):** Events including, but not limited to, rock concerts, professional sporting events, fireworks displays; any event where alcohol is sold, served or otherwise available; 5,000 plus attending.
- **Additional Fees:** Special Events that require Police Department or Fire Department services, clean-up of the event area, or other City-provided services, may incur additional costs that will be the responsibility of the applicant. If such costs are incurred, the applicant will be notified of the costs and will be responsible for reimbursing the City for those costs. The individual or organization listed in **Section 1** will be billed for such services. Additional fees may also be required with any of the additional permits listed in **Section 6**.

Return Completed Applications To:

Office of the Chief of Police
719 Rogers Road
Villa Hills, KY 41017

For Questions Please Contact:

Chief Bryan Allen
(859) 578-4134
chiefallen@villahillsky.org



CITY OF VILLA HILLS

Special Event Permit Application

Section 1: Applicant Information

Name of Applicant: _____

Address: _____

E-Mail Address: _____ Website: _____

Phone: _____ Fax: _____

Event Contact Person (if different from Applicant): _____

E-Mail Address: _____ Phone: _____

Organization Type: Non-Profit for Profit Individual Other _____

Section 2: Event Information

2A. Event Activities

Expected total attendance: _____ Prior year attendance (if applicable): _____

Impact Level: Block Party \$25 Low \$25 Medium \$50 High \$75 Special \$100

Name of Event: _____

Brief Description: _____

Date of Event: _____

Hours of Event: _____ Hours with Setup & Breakdown: _____

Type of Event: walk/run festival/fair concert/show party/picnic other:

Activities to be conducted:

Shows/performances arts & crafts carnival rides music animals

Food/drinks/concessions games/rides fundraising parade fireworks

Other:

Is the event co-sponsored by the City? Yes No Is the event open to the public? Yes No

Alcohol Served? Yes No

Alcohol Sold? Yes No

2B. Event Location

Please list all locations and areas that will be used or affected by the event. Also attach a map clearly showing where the event will occur and any requested street closures and/or parking restrictions. If applicable, include a detailed site plan indicating the location of tents, stages, portable rest rooms, booths, fencing, etc.

1) Streets:

Will these streets need to be closed? Yes No

If yes, please list specific hours and locations of closures: _____

Will there need to be parking restrictions on these streets? Yes No

If yes, please list specific hours and locations of restrictions: _____

Will sidewalks along these streets be blocked? Yes No

2) Parks:

Contact Clerks Office (341-1515) to check on the availability of parks and to acquire the proper permit.

3) City-owned Parking Lots:

Will the lot(s) need to be closed or have parking restrictions? Yes No

If yes, please list specific hours of closure/parking restrictions: _____

4) Private Property:

Is the Applicant the owner of the above property? Yes No

If no, please attach permission from the property owner.

5) Other:

Section 3: Notifications

The City sends a public e-mail notice listing all approved Special Event Permits monthly. You may attach additional marketing material if you would like it to be included in the e-mail.

It is also recommended that the Applicant notify adjacent properties and relevant neighborhood associations of the event. Neighborhood boundaries and association contacts are identified on the attached map.

The City will contact Transit Authority of Northern Kentucky (TANK) if any street closures will impact bus routes.

Section 4: Terms & Conditions

The Applicant agrees to comply with all applicable ordinances and regulations and any stipulations or restrictions of the permit, including payment of additional costs.

The Applicant agrees that for and in consideration of the use of public facilities, right-of-ways and city staff oversight and personnel involvement, the applicant/sponsor of the event shall indemnify and hold harmless the Villa Hills, its employees, officials, and agents from any and all claims, damages, liabilities, injuries, losses and expenses arising from the issuance of the special event permit and any occurrence or incident at, or in any way related to, the event.

The Applicant understands that this permit does not guarantee unilateral permission. There may be other permits, licenses or authorization necessary from other entities, depending on the type of event and activities conducted.

The undersigned verifies that, to the best of their knowledge, all information contained herein is true and accurate and agrees to these terms as outlined by the Villa Hills.

AUTHORIZED REPRESENTATIVE SIGNATURE & TITLE

DATE

Section 5: Insurance

Applicants must provide a certificate of general liability insurance naming the Villa Hills as an additional insured for the date(s) of the event. Liability limits are \$500,000 for low impact events and \$1,000,000 for medium, high, and special impact events.

Section 6: Additional Permits

Please check which permits apply to your event and attach copies of any applicable permits or approvals.

- Fireworks:** Fireworks require a separate "Application for Supervised Public Display of Fireworks" from the Kentucky Office of the State Fire Marshal which can be found at dhbc.ky.gov/sfm/Pages/Fireworks.aspx. Additional insurance is also required. For questions, contact the Covington Fire Dept. at 859-431-0462.
- Parades:** For a Parade Permit, contact the Chief of Police 859-578-4134.
- Alcohol:** The service or sale of alcoholic beverage requires state and city temporary ABC licenses. Any event that includes the service or sale of alcoholic beverages will also require a security plan and Police presence.

The State temporary ABC license can be found at abc.ky.gov/Pages/applications.aspx. Contact the Kentucky Dept. of Alcoholic Beverage Control at 888-847-7222 with questions regarding this license.

- Food Service:** Temporary food service establishments (such as booths at festivals) must obtain a permit to operate and be inspected by the Northern Kentucky Health Dept. prior to opening. Additional information and applications can be found at www.nkyhealth.org/Services/Temporary-Food.aspx.
- Tents:** Kentucky Building Code requires inspection and permitting of all temporary structures, including tents. Contact the Northern Kentucky Area Planning Commission at 859-957-2408 for more information.

Official Use Only

Event: _____

Date Received: _____

Payment Type: _____

Date Sent for Review: _____

Insurance Received: _____

Department Review: Attach any additional notes, recommendations, or other documents, including cost breakdown, conditions for approval, or reason for denial.

Police

Approved

Approved with Conditions

Denied

Signature: _____ Date: _____ Cost: \$ _____

Fire

Approved

Approved with Conditions

Denied

Signature: _____ Date: _____ Cost: \$ _____

Recreation

Approved

Approved with Conditions

Denied

Signature: _____ Date: _____ Cost: \$ _____

Communications

Approved

Approved with Conditions

Denied

Signature: _____ Date: _____ Cost: \$ _____

Mayor

Approved

Approved with Conditions

Denied

Signature: _____ Date: _____