



City of Covington

LEGION FIELD EVENT PERMIT APPLICATION CITY OF COVINGTON PROPERTY

Date Received: _____

Received By: _____

Permit No.: _____

PLEASE CHECK ONE OF THE FOLLOWING:

Basic Information:

- There is a non-refundable administrative fee of \$150.00 due upon submittal of this application.
- If alcohol is being served; an alcoholic beverage caterer’s license is required. Please note: alcohol is not permitted on site without obtaining the proper alcohol permits prior to the event.
- Inspections by the Building Inspector and Fire Marshall shall be required.
- If amplification equipment will be used, please see the attached City Ordinance Section 8.20.030.
- If food is prepared on site and/or served, a food service permit from the Department of Health is required.
- This application, including a layout of the proposed event (tents, booths, trailers, etc.) shall be submitted a minimum of ten days prior to the event for adequate review.

This event is a Special Event defined as amusement, recreational entertainment or community interest activities such as but not limited to carnivals, rodeos, horse shows, shooting events, athletic events, art shows and community fairs.

This event is a Private Event for which the general public is not invited nor is a community interest activity.

I. APPLICANT INFORMATION:

Applicant: _____

Contact Name: _____ Phone: _____

Applicant Address: _____

Email Address: _____

II. EVENT INFORMATION:

Dates of event: From _____ To _____ Time: _____

Number of people expected to participate in the event: _____

If alcohol is being served, Vendor name: _____

Address: _____ Phone: _____

Please describe the event: _____



City of Covington

LEGION FIELD EVENT PERMIT APPLICATION CITY OF COVINGTON PROPERTY

Which of the following amenities will be necessary to facilitate the event:

- Electrical service; Plumbing service; Water or Sewer service; HVAC service; Porta-John
- Dumpster service; Other – please describe: _____

Please attach a copy of all invitations, flyers, tickets, layout etc. to this application if it is a Special Event.

Applicant signature: _____ Date: _____

** FOR OFFICIAL USE ONLY **

Distribution for review:

- City Planner _____
- Fire Marshall _____
- Building Inspector _____
- Public Works Department _____
- Police Department _____
- Transportation Department _____
- Utility Department _____
- Copy of Caterer's license _____
- Copy of State's Special Event Permit _____
- Copy of Food Service Permit _____

PLANNING AND ZONING

Approved: Denied: Approved with remarks

If issued, the Applicant must present this Permit, upon request, at all times during the event.



City of Covington

LEGION FIELD EVENT PERMIT APPLICATION CITY OF COVINGTON PROPERTY