



CITY OF
Siloam Springs
It's a natural

Office Use Only - Rev. Dec 2024

Permit Number: _____

**CITY OF SILOAM SPRINGS
SPECIAL EVENT PERMIT APPLICATION**

PLEASE DO NOT USE THIS FOR PARADES/DEMONSTRATIONS.
REFERENCE SILOAM SPRINGS MUNICIPAL CODE CHAPTER 70-4.

EVENT _____ RESERVED _____ EVENT _____ NUMBER OF
DATE(S): _____ TIME: _____ TIME: _____ PARTICIPANTS: _____

LOCATION: _____

NAME AND TYPE OF EVENT: _____

i.e.: (circus, carnival, tent show, mechanical rides/amusements, musical event, non-profit sale, fun-run/walk, fund raiser, block party, street fair, art & craft show, rally, religious or political assembly, dance, festival, bike race, etc.). If a food truck is requested on site, it must have a valid food service permit.

Note: Attach a map that clearly identifies location(s) of requested street closures, areas needing traffic control, route/start/finish of race/walk/etc.

USE OF CITY FACILITIES NEEDED: NO _____ YES _____

IF YES, LIST FACILITIES: _____

PERSON IN CHARGE OF EVENT:

NAME: _____ ADDRESS: _____

PHONE NUMBER(S): _____ EMAIL: _____

ORGANIZATION SPONSORING EVENT:

NAME: _____ ADDRESS: _____

PHONE NUMBER(S): _____ EMAIL: _____

TRAFFIC CONTROL NEEDED: NO _____ YES _____

STREET CLOSURE REQUESTED: NO _____ YES _____ LIST STREET CLOSURES: _____

PROOF OF INSURANCE PROVIDED: YES _____ NO _____ (MUST provide State of Arkansas licensed insurance with \$500,000.00 minimum coverage)

- 1) Application **MUST** be submitted at least 15 days in advance of event.
- 2) A permit may be obtained for not more than 4 days, upon proper application to the city administrator or his designee.
- 3) Application fee shall be \$25.00.
- 4) Applicant hereby agrees to abide by the requirements set forth by Code Sec. 70-4.
- 5) In addition to above fee, the alcoholic beverage application fee shall be \$25.00. Permit hours shall be from 10:00 a.m. to midnight. Permit shall not authorize the dispensing of any controlled beverages on City property, or any other location prohibited by law, including within applicable distances from church or school buildings.

SIGNATURE: _____
(APPLICANT)

DATE: _____

SIGNATURE: _____
(AUTHORIZED SPONSOR)

DATE: _____