SPECIAL EVENT PERMIT APPLICATION
BOONE COUNTY CONSERVATION DISTRICT

A Special Event refers to outdoor events that take place on Conservation District property that includes, but is not limited to the following: parade, fishing tournament or derby, concert, walk, run, race of any type, any activity where an admission fee is charged, charitable event, or where any solicitation will occur, food is sold, or an activity with a planned attendance of over 100 people. A written request addressed to the Boone County Conservation District should be submitted at least 8 weeks prior to the event. Advertising your event prior to receiving a signed special event permit is not allowed. Attach additional information if required.

- Today’s Date _________________________
- Sponsoring Organization(s) __________________________________________ Phone _________________
- Address ______________________________ City ________________________ Zip________________
- Phone _________________
- E-mail __________________________________________________________
- Name of Applicant ___________________________ Day Phone _________________
- Address ______________________________ City ________________________ Zip________________
- Name of Alternate Contact Person ___________________________ Phone _________________
- Description of Event (Attach a proposal and site map to the application) __________________________________________
- Day(s) & Date(s) of Event _____________________ Hours From _________ to ________
- How can the public contact you regarding the event (i.e., email address, web site, name/phone #) __________________________________________
- Location/Facility Requested __________________________________________
- Estimated Number of Participants ________ Number of Vehicles Expected _______
- Estimated Number of Attendees/Spectators ________ Estimated Number of Event Workers _______
- Will the event interfere with/impede normal use of the area or park by the public? __________________________
- How do you plan to control traffic to and from the event area? Include accommodation of visitors. Attach traffic and parking plan to the application.
- Will an admission fee or donation be charged? _______Yes ________ No
  If yes, please give details (i.e., What fees are being charged, anticipated gross revenues and for what purpose will the collected funds be used?) __________________________________________
- Will food/beverage be served/sold? _______Yes ________ No
  If yes, please give details __________________________________________
- Will additional picnic tables, grills, port-o-lets, or dumpsters be required? ________ Yes     ________ No
  If yes, provide details ____________________________________________________________

- Will the event involve vendors? ________ Yes     ________ No
  If yes, attach a separate listing of all vendors with contact information.

- Will first-aid, fire and rescue services, or other safety and security measures be needed? ________ Yes     ________ No
  If yes, attach a separate listing with details/contact information

- Are any additional permits for any other government agencies required? _______________________________
  If yes, list all agencies, contact information and type of permits separately.

- Are there any special requests or circumstances (i.e., tent, amplified music, banners, signs, etc.)? ________ Yes     ________ No
  If yes, provide details ___________________________________________________________________________

- Who is providing security?__________________________________________________________
  Contact name for security provider ____________________________ Phone _________________

- Contact person and means of contact during Event ____________________________________________

Attachments:
(   ) Parking/Traffic Plan
(   ) Safety & Security Plan
(   ) Vendor Lists
(   ) Request for Other Services
(   ) Certificate of Insurance
(   ) Boone Co. Health Dept. Permits
(   ) Other Agency Permits
(   ) Map/Site Use Plan
(   ) Port-o-let Contract

Approval of this application will reserve for the applicant the requested event date and place, providing all requirements outlined by the Special Event Policy are met. Once approved, the sponsor shall assume full responsibility for compliance with all conditions, fees and charges and further agrees to pay any cost associated with damage to Conservation District property, cleanup, or any other additional expense caused by this event, over and above the security deposit. I have a copy of the Special Events Policy and will supply the required insurance certificate and permits at least 30 days prior to the event. I understand fees (deposit and fees) are due within 2 weeks of approval and that failure to provide any of these items is grounds for cancellation of the event. (See Special Events Policy)

Special Event sponsor agrees to leave the used site in the same condition as found, cleaning up all litter and debris after the event. Special Event sponsor is responsible for any damages to county property during the event either by participants or spectators. Special Event sponsor agrees to abide by all state laws and Boone County Conservation District rules and regulations. The undersigned applicant for a special event permit understands and agrees that the Boone County Conservation District will not be responsible for any injury to persons or damage to property arising out of or incident to the activities which are the subject of this application. The undersigned applicant agrees by the execution hereof to indemnify and hold harmless the Boone County Conservation District, its Board, employees and agents against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

I understand permits are not transferable and fees paid are not refundable.

The undersigned has full authority to represent the sponsoring organization:

Event Sponsor Signature ____________________________ Date ______________________
Address ____________________________ Telephone __________________