

Event & Facility Application Check List

Event Name: _____

Date: _____ Time: _____

Location: _____

Organization: _____

Contact Person(s): _____

Phone Number: _____

E-Mail Address: _____

<u>Items Submitted</u>	<u>Date Received</u>	<u>Notes</u>	
Complete Application			
Insurance w/ Endorsement			
MAP			
<u>Deposit</u> : Application		Log: _____	
<u>Fees</u> : Digital; ABC License		Log: _____	
PC Public Health			
<u>Approved By:</u>	<u>Date Emailed</u>	<u>Date Approved</u>	<u>Conditions</u>
City Manager			
Comm. Services Dir.			
Public Works Supv.			
Sheriff Dept.			
Fire Dept.			
CITY Barricades etc. Req.			
CITY Power Requested			
*City Clerk <u>*New Only</u>			
*City Council <u>*New Only</u>			
NOTIFICATIONS and REQUESTS			
Event Liaisons			
Digital Billboard			Log: _____
Banner UP / Down			Log: _____
Caboose			
Recology			
US BANK			
APPROVAL Letter Sent			

Post Event De-Brief Meeting:

Inspected by/Date: _____ Eligible for Refund: Y / N

De-brief Meeting Date/Time: _____

Meeting Notes/Comments: _____

Deposit Refund or Additional Charges:

Date Refund Requested: _____ Refund Amount: _____

Date Mailed or Picked-up at City Hall: _____

Event/Facility Charges: _____

Per Hour \$ _____ Number Hours: _____ Total Charges: \$ _____

Items Not Returned/Lost/Damaged: _____

Replacement Cost: \$ _____ Date Collected: _____ Amount: _____

Paid By: Cash / Check / Credit Card / Other: _____

LOG(S) Updated: _____