



City of Ashland Special Event Request
PO Box 1839 Ashland, KY 41105
606-385-3295 events@ashlandky.gov

Create with us!

Special Event Permit Application Part I

Thank you for your interest in hosting an event in Ashland! Please read through the entire cover page and fill out the application in its entirety. Failure to complete information could lead to delayed responses or denial.



Application Process: there is a 2-part process to obtaining a Special Event Permit:

PART I: This is the date reservation and general information part about your event. It requires basic information and details about the event including a proposed layout/or route for the event. Part I must be submitted no later than 90 days in advance. Dates will not be reserved without this completed application. The organizer should allow 3-5 business days to reserve the date. The date reservation will be emailed to the organizer with Part II of the application.

Part II: This requires more details including permits and licenses. *Part II must be turned in within 21 days of date reservation/receipt.* Once submitted, the Special Events Committee (SEC) will review the application. If approved by the SEC, the organizer will receive a Special Event Permit via email. Without a Special Event Permit, the event will not be allowed to proceed.

*Please note, occasionally an emergency street closure, construction, or other unforeseen issue may occur that will affect the planning of an event. In these instances, the City of Ashland will work with the event organizer to assist with necessary adjustments.



City of Ashland Services: Associated Cost below, subject to change with SEC recommendation

APD: \$70 per hour per officers for Security or Traffic Control

Streets: \$40 per employee per hour for street barricade setup and tear down

Sanitation: \$40 per hour for trash removal

Race Routes: There is a free route located around Central Park, an alternative route is \$1450 and covers the necessary staffing/barricades for safety.

Completed requests or questions can be emailed to events@ashlandky.gov or by calling 606-385-3295. Requests can also be dropped off to the Parks & Rec office or mail applications to Special Events Request PO Box 1839 Ashland, KY 41105



If you would like to advertise your event to the public on our community calendar, please visit www.visitaky.com/calendar and you can click *Add Event*.



GENERAL EVENT INFORMATION

Event Name: _____

Request Event Location: _____

Event Date(s): _____ Event Time: Start _____ End _____

Set-Up Date: _____ Set-Up Time: Start _____ End _____

Clean-up Date: _____ Clean-Up Time: Start _____ End _____

Estimated Attendance: _____ Public or Ticket Event: _____

Type of Event: (Check **ALL** that apply)

- Festival
- Sporting Event/Run/Walk
- Concert/Performance
- Car Show
- Parade
- Art/Crafts Fair
- Fundraiser/Charitable Event
- Annual/Recurring Event
- Sidewalk Sale
- Circus
- Carnival Rides
- Other: _____

General Description of Event: _____

ORGANIZATION INFORMATION

Sponsoring/Planning Organization: _____

Address: _____

Phone: _____ Website: _____

Event Manager (*will receive the permit via email*): _____

Address: _____

Phone: _____ Cell #: _____

Email: _____

Onsite Contact: _____ Cell #: _____

Email: _____ Text: Yes No



SPECIAL EVENT PERMIT APPLICATION PART I CONT.

Please check **ALL** that apply to your event. If you are unsure, check anyway and add additional notes/comments.

Please note, some items below may require additional permits by varying agencies. These will be addressed in Part II of the application process.

A proposed map/layout of your event is Mandatory. There are available copies of blank maps on our website under the Event tab.

- Proposed layout/map included
- Security
- Traffic Control
- Public Services (Barricades, fencing, lot closure, etc)
- Musical Entertainment (Bands, DJ)
- Other Entertainment (Rides, inflatables, etc.)
- Portable Restrooms
- Food Vendor(s)
- Merchandise/Craft Vendors
- Street or Lot Closure (Define on map)
- Attendance estimate is over 250 people
- Use of Electric Outlets
- Additional Trashcans or Dumpster
- Other notes/comments: _____
- Alcohol Please note: an ABC representative must attend a planning meeting before part II is approved.

The meeting will cover the requirements for an alcohol operation plan including: servers and training, licensing requirements, and a listing of person(s) with complete alcohol oversight for enforcement and administrative issues. Alcohol ordinance information and application can be found for the City of Ashland at: https://www.ashlandky.gov/departments/police/alcohol_beverage_control.php You will be required to supply a permission letter from the City of Ashland to the Kentucky ABC during the online application for proof of a government authorized public event. If you are serving or selling alcoholic beverages at your event, a City of Ashland and Kentucky State temporary alcoholic beverage license is required. You must complete the ABC applications and submit them with payment to the State ABC and City of Ashland ABC, along with proof of insurance, at least 30 days prior to event date.