

Application* for use of public facilities to the Kendallville Board of Public Works:

Name of Applicant: _____

Public Facilities proposed to be used: _____

1) Dates and times of the event: _____

2) Describe all activities that are anticipated for the event: _____

3) Describe any entertainment or activities that will create loud noise: _____

4) Describe the nature and extent that security or other services are needed and how the organization proposes to handle security or the other services: _____

5) Describe any other specific requirements by the applicant such as use of electrical connections available adjacent to the street, how rest room facilities will be provided, etc.: _____

6) Describe any activities that require licensing or regulation by local, state or federal governmental agencies (alcohol, vending, fireworks sales, etc.): _____

7) Expected number of participants _____, vendors _____, and visitors _____ (together with any other information that might be relevant to the city): _____

8) A description of how any cleanup will be conducted: _____

9) Will the event require street closure? _____ If so, how long? _____
Which streets? _____

Printed Full Legal Name of Applicant: _____

Printed Name of Applicant's Contact Person: _____

Cell phone or 24 hour telephone number for Contact Person: _____

Contact Person's Office or Position with Applicant: _____

*Applicant may be required by the BOW to provide more or other specific information that is relevant to the request.