

## Special Events Application Information

- Application must be submitted at least 90 days prior to the event. If 90 days' notice is not given or the application is denied no Village services will be provided.
- Any fees charged by Kent County for road closures will be the responsibility of the Event Organizer. An invoice will be generated by the Village of Kent City and will be sent to the Event Organizer upon receipt from the county.
- The Village reserves the right to charge an hourly rate for excessive cleaning required by the DPW.
- The Event Organizer shall hold the Village of Kent City and its officials harmless from any liability for injuries and/or damages arising from this event.
- The Event Organizer is responsible for any and all permits required by Kent County.

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Signature of Applicant



# Village of Kent City Special Events Application

## Event Information:

Event Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

## Organizer Information:

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Details:

Village Services Requested: \_\_\_\_\_

Requested Street Closures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## For Office Use Only

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Declined by: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Applicable fees paid:  YES  NO Fee Amount: \_\_\_\_\_

Description of fees charged: \_\_\_\_\_