

**SPECIAL EVENT OR ACTIVITY REGISTER**

TYPE OF ACTIVITY: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ Beginning Time: \_\_\_\_\_

Ending Time: \_\_\_\_\_

LOCATION: \_\_\_\_\_

NO. OF PEOPLE INVOLVED: \_\_\_\_\_ ARE CHILDREN INVOLVED? \_\_\_\_\_

YES NO

WILL PEOPLE BE GOING DOOR-TO-DOOR? \_\_\_\_\_

IF THE ACTIVITY INVOLVES STANDING AT A LOCATION,  
HAVE THE PROPERTY OWNERS GIVEN PERMISSION? \_\_\_\_\_

IF THE EVENT IS A MOVING ACTIVITY, WHAT IS THE ROUTE TO BE TAKEN: (No markings  
such as chalk, paint, etc. of any kind will be allowed on roads, sidewalks, Riverwalk, etc.)

WILL THE ACTIVITY INVOLVE THE USE OF STREETS? \_\_\_\_\_  
SIDEWALKS? \_\_\_\_\_  
PARK LANDS? \_\_\_\_\_

IS THIS A REQUEST FOR A STREET CLOSING? \_\_\_\_\_  
IF SO, WHICH STREETS? \_\_\_\_\_  
WHICH INTERSECTIONS? \_\_\_\_\_

WHO WILL GUIDE/ESCORT THE ACTIVITY? \_\_\_\_\_

IS PUBLIC SAFETY ASSISTANCE REQUESTED? \_\_\_\_\_  
Type of Assistance \_\_\_\_\_

IS PUBLIC WORKS ASSISTANCE REQUESTED? \_\_\_\_\_  
Type of Assistance \_\_\_\_\_

**CLEAN-UP IS THE RESPONSIBILITY OF SPONSORING ORGANIZATION**

**IF THE ACTIVITY USES CITY PARK LANDS, HAS PARK AND RECREATION BOARD  
APPROVAL BEEN GRANTED?** \_\_\_\_\_

**IF ACTIVITY IS HELD ON CITY PROPERTY, A CERTIFICATE OF INSURANCE OR HOLD  
HARMLESS FORM IS REQUIRED.** \_\_\_\_\_

Public Safety Dept. Acknowledgement \_\_\_\_\_

Date \_\_\_\_\_