Special Event Permit Application

Form PR-101

Apply to hold a festival, parade, race or block party on public property. Submit this application at least 45 days before the event. Events expecting more than 500 attendees must also file a crowd management plan. A certificate of liability insurance naming the City as additional insured is required before the permit is issued.

1. Organizer

Organizer name

Organization (if any)

Mailing address

City

State

ZIP code

Phone

Email

2. Event

Event name

Event date

Start time

End time

Location or route

Expected attendance

Describe the event

The event will include (check all that apply):

- ☐ Amplified sound
- ☐ Street closure
- ☐ Food vendors
- ☐ Alcohol
- ☐ Tents or stages

Attachments:

- ☐ Certificate of insurance
- ☐ Site map
- ☐ Crowd management plan

City of Meridian Parks & Recreation. Return to Parks & Recreation, or complete this form online at /form/special-event-permit.

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3. Signature

I certify that the information on this form is true and complete to the best of my knowledge.

Signature	Printed name	Date