



City of Kingman Event Permit Application

When Needed: Pursuant to Ordinance 2126, an Event Permit shall be required in the following instances:

- (a) An event will require the temporary closure of any city street, alley, sidewalk, or other public passageway, or
- (b) An event will utilize any City-owned property, including but not limited to, parks, cemetery, buildings, or airport, or
- (c) An event will require connections to City utilities, or
- (d) An event will be held in conjunction with another City-sponsored event.”

When to Apply: Event Permit applications should be submitted at least thirty (30) days prior to the event date. Applications not meeting this time deadline are subject to denial.

How Reviewed: Event Permit applications will be reviewed by the City Manager and City staff. The City Manager shall have the authority to approve and deny applications. If a permit is denied, the applicant may request a review by the governing body. Such review request must be made within three (3) business days after the denial.

Cost: There is NO charge for an Event Permit.

Why Needed: This process is intended to help event organizers and the City work together to make great events for our community. The City is called upon frequently to assist with various community events. This permit process will help establish the parameters of City assistance so that event organizers can adequately plan.

City of Kingman Event Permit Application – Please Write Clearly

Name of Event: _____

Event Sponsor/Responsible Party: _____

Contact Person: _____ Contact Phone: _____

Contact Email Address: _____

Event Basics

Event Date(s): _____

Event Location: _____

Event Description: _____

Estimated Attendance: _____

Event Coordination

Is event being held in conjunction with another City-sponsored event? _____ Yes _____ No

If “YES,” which City-sponsored event? _____

If “YES,” has the organizer coordinated the event with the City entity responsible for the City-sponsored event? _____ Yes _____ No **If No, coordination is required.*

Specific Event Plans

What are the event’s plans for trash collection and clean up after the event: _____

If a larger crowd is expected, how will event security be handled: _____

**If alcohol/CMB is served, event security is required. The City police department will not serve as event security.*

Plans for Serving Alcohol/Cereal Malt Beverage

Will the event serve alcohol and/or cereal malt beverage: ____ Yes ____ No

If "YES," have the necessary permits/licenses been obtained: ____ Yes ____ No

If "YES," what is the plan to limit consumption to persons of legal age: _____

Request for City Assistance

What City facilities are requested for the event: _____

What City equipment is requested for the event: _____

If a City street, sidewalk, or alley will need to be closed for the event, which one(s): _____

What is the time period for the street/sidewalk/alley closure: _____

Are electrical connections needed for the event: ____ Yes ____ No

If connections are needed, how many: _____

Plug type: (Circle one): 50 amp/240-volt 30 amp/240-volt 30 amp/120volt 20 amp/120volt

**Electric connections are only available in limited locations.*

Will City water be needed for the event: ____ Yes ____ No

**Water connections are only available in limited locations.*

What other assistance is needed from the City: _____

Acknowledgement

By submitting this application, the event organizer/sponsor acknowledges that the organizer/sponsor will be responsible for any damage to City-owned facilities during this event and hold the City harmless from any claims that may arise from the use of City-owned facilities for this event.

Authorized Signer
Event Organizer/Sponsor

Date