



SPECIAL EVENT PERMIT QUESTIONNAIRE AND AFFIDAVIT

1. Describe the event (fundraiser, athletic event, auction, dinner, etc.)

2. Explain in detail the nature of your organization, its function, and who benefits from its operations.

3. Who or what organization will be the recipient of funds derived from this event?

4. How many attendees are expected at this event? _____

5. Describe the premises at which the event will take place.

6. Was there no other appropriate place to hold this event? _____

7. What type of security will be provided at this event? How many security personnel will be there?

8. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e. roped, fenced, etc.)?

9. What type of entertainment will be provided for this event, if any?

10. What method will be used in checking identification for proper age of attendees?

11. How will the conduct and level of intoxication of attendees be monitored, and by whom?

12. Have volunteers or members of your organization been trained in the sale/service of alcohol beverages? If yes, what training have they received and by whom?

13. What types of alternate beverages and food will be available?

14. Does the applicant organization have current state and local sales tax licenses? Please provide those numbers.

15. Explain how this event will be marketed, describing the kinds of advertising material to be distributed and the targeted recipients of such material.

Applicant Signature: _____ Date: _____

Provide a copy of the front and back of your identification with this application