

City of Shamokin Event Request Form

Requesting Party Contact Information:

Name _____
Address _____
City, State ZIP _____
Phone _____
Email _____
Organization _____

Event Information:

Event Name _____
Event Coordinator _____
Event Date _____
Event Location _____
Event Times _____
Street Closure Times _____

Description of Event (provide a detailed description of the event you are requesting, attach additional pages if necessary)

Additional Information

Please answer all questions.

Will this event require any city streets to be closed to traffic for the duration of the event? Yes No

Which street(s) will be closed? _____

Will you need Fire Police assistance? Yes No

Will alcohol be sold at this event? Yes No

Are you requesting that the Open Container Ordinance be suspended for the duration of this event? Yes No

Have you made your vendors (if any) aware of the City's policy concerning required permits? Yes No

Are you requesting garbage receptacles for this event? (Bags and disposal of garbage are not provided by the city) Yes No

Are you requesting no parking bags on the meters? Yes No

Please include a map of area of the event, including where you would like barricades, garbage receptacles, streets closed, and/or parade route.

Important Information - Please Read Carefully

The City of Shamokin has accepted this request for review by the City Administrator and for consideration and/or a vote to grant the requesting organization permission to hold the proposed event. Submission of this request is not a guarantee that your event will be permitted to occur. Your request must be submitted 30 or more days prior to the event. Your organization may be asked to provide more information before this request is considered. Upon consideration and authorization to hold the requested event, you will be notified by the City Administrator that you may move forward with planning and hosting this event.

By submitting this application you agree to reimburse the city for any cleanup and/or damage caused by organizers or attendees of this event. The city is not responsible for trash removal; the organization must supply their own trash removal. By signing below, you agree that you have submitted this information fully and accurately, and that you understand requesting permission for this event is not a guarantee that this request will be approved.

Submitted by (Requester)

Date submitted

City of Shamokin Use Only

Received by: _____

Date received: _____

Received by City Administrator on: _____

Forwarded to City Council on: _____

Workshop Discussion on: _____

Public Meeting action taken on: _____

Event: Approved Denied

Open Container Ordinance Suspension: Approved Denied N/A

Forwarded to SD Foreman: _____

Forwarded to the Chief of Police on: _____