

CITY OF TUPELO

SPECIAL (TEMPORARY) OUTDOOR EVENT PERMIT

PHONE: (662) 841-6521



TYPE OF USE: _____

LOCATION
ADDRESS: _____

USE DATES: _____

TIME OF OPERATION: _____

BUSINESS NAME: _____

USE CONTACT

(Person responsible for conduct of all participants and guests on the premises)

NAME: _____

HOME ADDRESS: _____

CITY, STATE, ZIP: _____

CELL PHONE NUMBER: _____

EMAIL: _____

SITE MANAGER

(Must be present on the premises for the duration of the event. Provide all names and information of responsible parties and schedules, if different individuals will be working at different times. Provide cell phone numbers. May attach separate sheet.)

NAME: _____

HOME ADDRESS: _____

CITY, STATE, ZIP: _____

CELL PHONE NUMBER: _____

EMAIL: _____

HEAD OF SECURITY

NAME: _____

HOME ADDRESS: _____

CITY, STATE, ZIP: _____

CELL PHONE NUMBER: _____

EMAIL: _____

Please provide a security plan for the area.

- Number of security guards: _____
- Location of security command center: _____
- Means of contact between safety and security guards: _____
- First Aid: _____
- Location of First Aid stations: _____



USE DETAILS

(Attach additional pages as needed)

2. Will sound amplification equipment be used?

(If yes, location, time, and duration.) _____

3. Will alcohol be served? Beer/Light Wine _____ Liquor _____

If beer/light wine is being served, fill out the Special Event Beer Permit form or attach a caterer/vendor State of MS beer permit.

If liquor is being served, attach a copy of temporary permits from MS Department of Revenue or caterer/vendor license.

Only approved non-profit organization events are allowed to participate in the Downtown Tupelo Leisure and Recreation District.

Do you want to participate? _____

4. Will tents be used? (Provide information on type of tents to be used and location. Call Mississippi One Call for location of underground utility lines for placement of stakes for tents. Any damages to underground water lines or utilities are the responsibility of the event). _____

5. What are the active dates of the event? _____

When do you want to start setting up equipment? _____

When are you going to take down equipment and clean the site? _____

6. What City or other services will be requested?

Traffic control, barricades, security, etc. _____

Attach a detailed description of garbage management and disposal.

7. A Temporary Business License (known as a Transient Vendor's License) may be required if this is a for profit event.

Please check with the Tupelo City Clerk's office. Provide a copy of the Transient Vendor's License, if required. _____

PROVIDE A DETAILED SITE PLAN SHOWING THE FOLLOWING:

- Access to Local Streets
- Public Access Areas
- Parking
- Location of Tents or Other Structures
- Restroom Access (if provided)
- Location of Trash Receptacles

I hereby certify that I have read and examined the application and know the same to be true and correct. All provisions of laws and ordinances governing this type of event will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or City of Tupelo laws. The property owner who leases the property for an event shall comply with all state laws and local codes that govern the operation of the event. The City may hold the property owner and / or a lessee liable for a violation of this ordinance and / or for a violation of any state law or local code governing the operation of the event.

Date: _____

Property Owner: _____

(Required if event is located on Private Property)

Date: _____

Temporary Use Applicant: _____