



Chief of Police



Town Manager



Fire Chief

# TOWN OF CEDAR LAKE SPECIAL EVENT PERMIT APPLICATION

*Please Complete All Information and Check All Items That Apply*

Sponsor's Name \_\_\_\_\_ Date \_\_\_\_\_

Sponsor's Address \_\_\_\_\_

Person in Charge \_\_\_\_\_

Business Telephone \_\_\_\_\_ Cellular Number \_\_\_\_\_

E-Mail Contact \_\_\_\_\_ Fax Number \_\_\_\_\_

Type of Event \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Specific Hours of Event \_\_\_\_\_

Outdoor Music: Yes  No  If yes: DJ  Live  Other \_\_\_\_\_

\*Alcoholic Beverages: None  Beer  Wine  Other \_\_\_\_\_

\*Fireworks: Yes  No  (An additional Fireworks Permit is required from both the State and Town)

### Requirements:

- \*Indiana State Permits for Alcohol and Fireworks must be submitted with your Permit Application**
- Attach a copy your certificate/proof of insurance and parking plan for review**
- Schedule required meeting with the Town Manager**    Date: \_\_\_\_\_    Time: \_\_\_\_\_

I acknowledge that I have received and read the attached copy of Ordinance No. 1478, the Special Events Permit Ordinance, as may be amended from time to time, and agree to all the terms set forth in same. \_\_\_\_\_  
Signature of Applicant

Completed by Staff

Security Requirement determined by the Police Chief or PD designee \_\_\_\_\_

Occupancy Limit determined by the Fire Chief or FD designee \_\_\_\_\_

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Public Works

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Patrol Commander

\_\_\_\_\_  
Parks and Recreation

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_