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FORM INITIATED:
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Town of Bowling Green Special Event Notification Form

This form provides advance notification to the Town of Bowling Green for a Special Event that will be conducted solely on and within the boundaries of the identified property. The owner of the property must have applied for and received a Special Use Permit for the identified property to allow for the conduct of Special Events. Submission of this form is required for Special Events involving 50 or more invited guests and optional for Special Events involving 49 or less invited guests. This notification allows the Town of Bowling Green to meet its responsibility to provide a safe, calm, and secure environment for all of its citizens and visitors. It also allows the Town of Bowling Green to notify local law enforcement officials for awareness in case any complaints are received and ensure that adjacent property owners are also aware. A separate notification form is required for each proposed Special Event.

Applicant

Name

Daytime Telephone Number

Mailing Address

Physical Address

Is the Applicant the Property Owner?

Yes

No

Property Information

Tax Map/Parcel Number

Property Owner's Telephone Number

Property Owner

Property Owner's Mailing Address

Physical Address of the Property (use street names and numbers)

Special Event Information

Type of Event _____

Date(s) of Event _____

Start Time and End Time of the Event _____

Name of the person in charge of the event _____

Telephone number of the person in charge for contact by Town Officials during the event _____

Is music part of the Event? ("Yes" or "No") _____

Are there any noise producing activities as part of the Event? (If "Yes", identify activity or state "No") _____

Number of Invited Guests _____

Will all of the required off street parking be accommodated on the identified property? (If "No", identify the alternate location(s) and provide the name and daytime telephone number of the person(s) granting permission to use the location(s) or state "Yes")

Certification by Property Owner and Applicant

I certify that I have the authority to make the foregoing application and the information given is correct, including any attachments. I understand that I am responsible for ensuring music and noise levels remain at reasonable levels so as not to create an issue for surrounding residents, all parking is accommodated as off street parking, temporary signs are placed properly, and the event is conducted during the specified dates and times. Further, I understand that the use of the property by person(s) other than the owner(s) of the property does not change the rights and responsibilities of the property owner. I acknowledge the need to have the contact person available at the identified telephone number in case there are reported issues or complaints during the conduct of the Special Event. I further acknowledge violation of the Code of the Town of Bowling Green regarding the conduct of this Special Event may jeopardize future Special Events on the identified property.

Date

Property Owner Signature (Required)

Date

Applicant Signature (If not the property owner)

**** FOR TOWN USE ONLY ****

Receipt Acknowledged

Town Manager Signature

Date