

**CITY OF FAIRVIEW HEIGHTS  
SPECIAL EVENT  
APPLICATION/PERMIT**

INITIALS / DATE / RECEIPT # \_\_\_\_\_

PERMIT # \_\_\_\_\_

FEE \$ \_\_\_\_\_

(\$50 "For Profit")

(No Charge "Non Profit")

(Must attach proof of)

(Non-Profit status)

Business Registration Completed \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ NOT REQUIRED

**(PLEASE PRINT)**

DATE OF APPLICATION: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON RESPONSIBLE FOR EVENT: \_\_\_\_\_

PHONE: \_\_\_\_\_

SECONDARY CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

TYPE OF EVENT: (tent or sidewalk sale, fundraiser) \_\_\_\_\_

LOCATION OF EVENT ON PROPERTY \_\_\_\_\_

(front parking area, sidewalk, etc)

BEGINNING DATE/TIME: \_\_\_\_\_

ENDING DATE/TIME: \_\_\_\_\_

**THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE APPLICATION WILL BE PROCESSED.**

1. Traffic/Parking Plan (indicate parking area, street closing or one-way restrictions, traffic control points where police assistance may be needed, overflow parking areas:

( ) ATTACHED

( ) NOT APPLICABLE

2. Contingency plans for rain (relocation or rescheduling of events; alternative parking areas; method of notifying the public of changes):

( ) ATTACHED

( ) NOT APPLICABLE

3. Liquor license information for beer or alcohol sales: \_\_\_\_\_

4. List for profit vendors (if any, other than busines at location of event) and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event:

5. Special consideration request, if any, for city-provided services: \_\_\_\_\_

Temporary signs for said Special Event require an additional permit as provided for in the City of Fairview Heights Revised Code, Section 14-7-6(M).

Signature of person responsible for event \_\_\_\_\_

\*\*\*\*\*FOR CITY HALL USE ONLY\*\*\*\*\*

City of Fairview Heights Approval: \_\_\_\_\_

( ) YES

( ) NO

(if NO, list reasons below)

**Approved By:** \_\_\_\_\_

Fire District/Department Chief Approval: \_\_\_\_\_

( ) YES

( ) NO

( ) NOT APPLICABLE

