

ROSWELL

SPECIAL | EVENTS

Permit Application

Approved By: _____

Permit #: _____

Date: _____

New Application

Revised Request

Lodgers' Tax Funding (complete additional application)

ABOUT

Event Name:	Event Date:
Organization:	Event Time:
Event Address:	Website:
Phone Number:	Email:
Organizer:	Cell:
2nd Organizer:	Cell:

DESCRIPTION OF EVENT LOGISTICS

I, _____, do hereby declare that the enclosed scheduled event will be conducted in accordance with the requirements and recommendations made by the special event team. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this permit, if approved, may be revoked by any member of the special event team, if, in their own opinion, any of the following occur: the event becomes a public nuisance, violations of statues or ordinances are committed by any participant, any of the recommendations herein referred to as the "EVENT PERMIT" are not met. I understand that any significant changes (date, time, logistics, location and the like) to the event after the date it was reviewed by the special event permit committee will require that I resubmit the "EVENT PERMIT" to the committee members and/or obtain approval of the changes from the respective departments.

Additionally, I understand that the City of Roswell and the special event team, will not be held responsible for changes made by the event organizer or participating entities prior to or during the event.

Signature of Applicant

Date

Permit #: _____



Lodgers' Tax Application

Only complete if you are requesting funding from Lodgers' Tax. Any funding from Lodgers' Tax must follow the Lodgers' Tax Policy. Please be sure you have read and understood the policy.

- **You must type out marketing budget plan in the fillable form attached.**
- Please feel free to add additional pages, ad samples, artwork, etc.

ABOUT

Event Name: _____

Event Date: _____ Event Time: _____

Event Organizer: _____ Cell: _____

Estimated # of Attendees
From Outside
Chaves County: _____

Last event (must attach proof):
of Attendees: _____ # of Attendees From
Outside Chaves County: _____

Amount Requested: _____

(Send Check) Address / City / State / Zip: _____

Permit #: _____



Mandatory -Marketing Budget Plan-

Non-Eligible

Eligible

Eligible Expenses:	Local Placement/Vendor:	Frequency/Run Dates:	Amount:	Out-of-Town Placement/Vendor:	Frequency/Run Dates:	Amount:	Total Amount: (Non-eligible + eligible)
Example Only	RDR	May 10-30th 4x 1/4 pg	\$800	Dallas Morning News	May 1st-10th 2x 1/2 pg	\$700	\$1500
Newspaper							
Magazine							
Radio							
Television							
Internet							
Printing							
Other							
				Police/Security			
				Fire			
				Clean-up/Sanitation			
				T-Shirts			
Sum of Totals:							