



Create with us! Special Event Permit Application Part I

Thank you for your interest in hosting an event in Ashland! Please read through the entire cover page and fill out the application in its entirety. Failure to complete information could lead to delayed responses or denial.



Application Process: there is a 2-part process to obtaining a Special Event Permit:

PART I: This is the date reservation and general information part about your event. It requires basic information and details about the event including a proposed layout/or route for the event. Part I must be submitted no later than 90 days in advance. Dates will not be reserved without this completed application. The organizer should allow 3–5 business days to reserve the date. The date reservation will be emailed to the organizer with Part II of the application.

Part II: This requires more details including permits and licenses. *Part II must be turned in within 21 days of date reservation/receipt.* Once submitted, the Special Events Committee (SEC) will review the application. If approved by the SEC, the organizer will receive a Special Event Permit via email. Without a Special Event Permit, the event will not be allowed to proceed.

*Please note, occasionally an emergency street closure, construction, or other unforeseen issue may occur that will affect the planning of an event. In these instances, the City of Ashland will work with the event organizer to assist with necessary adjustments.



City of Ashland Services: Associated Cost below, subject to change with SEC recommendation

APD: \$70 per hour per officers for Security or Traffic Control

Streets: \$40 per employee per hour for street barricade setup and tear down

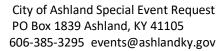
Sanitation: \$40 per hour for trash removal

Race Routes: There is a free route located around Central Park, an alternative route is \$1450 and covers the necessary staffing/barricades for safety.

Completed requests or questions can be emailed to events@ashlandky.gov or by calling 606-385-3295. Requests can also be dropped off to the Parks & Rec office or mail applications to Special Events Request PO Box 1839 Ashland, KY 41105



If you would like to advertise your event to the public on our community calendar, please visit www.visitaky.com/calendar and you can click Add Event.





GENERAL EVENT INFORMAT	ION
Event Name:	
Request Event Location:	
Event Date(s):	Event Time: Start End
Set-Up Date:	Set-Up Time: Start End
Clean-up Date:	Clean-Up Time: Start End
Estimated Attendance:	Public or Ticket Event:
Type of Event: (Check ALL that	apply)
Festival	☐ Parade ☐ Sidewalk Sale
Sporting Event/Run/Walk	Art/Crafts Fair Circus
Concert/Performance	☐ Fundraiser/Charitable Event ☐ Carnival Rides
☐ Car Show	Annual/Recurring Event Other:
General Description of Event: _	
ORGANIZATION INFORMAT	ION
Sponsoring/Planning Organi	zation:
	Website:
Event Manager (will receive th	e permit via email):
	·
Phone:	
Email:	
Onsite Contact:	
Email:	

City of Ashland Special Event Request PO Box 1839 Ashland, KY 41105 606-385-3295 events@ashlandky.gov



SPECIAL EVENT PERMIT APPLICATION PART I CONT.

Please check **ALL** that apply to your event. If you are unsure, check anyway and add additional notes/comments.

Please note, some items below may require additional permits by varying agencies. These will be addressed in Part II of the application process.

A proposed map/layout of your event is Mandatory. There are available copies of blank maps on our website under the Event tab.