



DO NOT PROMOTE YOUR EVENT BEFORE RECEIVING TENTATIVE APPROVAL FROM THE CITY!

City of Fort Smith, Arkansas Police Department
SPECIAL EVENT APPLICATION

This Box for Office Use Only
Date Received:

Return Fort Smith Police Events Coordinator
to: 100 South 10th Street
Fort Smith, AR 72901-3710

Phone: (479) 709-5016

City Ordinance(Section 24-201) requires this fully completed application and signed indemnification agreement to be submitted to the Fort Smith Police Department Events Coordinator at least 45 DAYS PRIOR to the first day of the event. Sorry, facsimiles cannot be accepted! Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. Please type or print information clearly and attach additional sheets as necessary. PLEASE CALL (479) 709-5016 IF YOU NEED ASSISTANCE COMPLETING THIS FORM!

EVENT INFORMATION

Event Name:

Event Type: (Check all that apply)
Concert, Exhibition, Protest, Run, Dance, Festival, Race, Walk, Drama, Parade, Ride, Other (Specify)

Table with 4 columns: Date (MM/DD/YY), Day of Week, Start Time, End Time. Rows for Proposed Date & Time for Day 1, Day 2, and Day 3.

Event Location:

Event Purpose:

City facilities to be used: Park, Sidewalk, Street, Other (please specify):

If your event is in a City park, have you completed a Park Use Application? No Yes Date Submitted:

Table with 3 columns: Street, Street, Street. Rows for Streets Affected with checkboxes.

Anticipated Crowd Size: Number of Support/volunteer personnel:

Has this event been produced previously? No Yes If "Yes" please list the date:

Any changes from previous event(s)? No Yes

If "yes" please note the changes:

Is there an admission fee? No Yes If Yes, what is the fee? \$

Will there be any vending? No Yes Check all that apply: Food/Beverage Souvenirs/Clothing

Will alcohol be sold or otherwise dispensed? ** No Yes If Yes, is a copy of your ABC application attached? No Yes

- **IF ALCOHOL IS TO BE SOLD OR OTHERWISE DISPENSED, YOU MUST INCLUDE THE FOLLOWING ITEMS WITH THIS APPLICATION:
1. A COPY of your Division of Alcoholic Beverage Control of the State of Arkansas (ABC) permit application.
2. A written plan detailing how you intend to keep minors from obtaining alcohol served at the event. (See sample below)
3. A written plan detailing how you intend to keep participants from bringing their own alcohol to the event. (See sample below)

THIS EVENT APPLICATION MUST BE SUBMITTED AT LEAST 45 DAYS IN ADVANCE OF THE EVENT.

APPLICANT INFORMATION

Organization name: _____ For Profit
Address: _____ Non-Profit

City: _____ **State:** _____ **Zip Code:** _____

Phone: () _____ **Mobile:** () _____ **e-mail:** _____

Event Contact: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: () _____ **Mobile:** () _____ **e-mail:** _____

Other Contact: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: () _____ **Mobile:** () _____ **e-mail:** _____

Security Coordinator: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: () _____ **Mobile:** () _____ **e-mail:** _____

OTHER EVENT INFORMATION

Will animals be allowed at the event? No Yes Species: _____ Estimated Number: _____

Who is responsible for removing animal excrement? _____ Phone: () _____

Who will be responsible for after-event cleanup/trash removal? _____ Phone: () _____

Will separate receptacles be in place at this event for recycling? No Yes **THE CITY OF FORT SMITH WANTS YOU TO RECYCLE!**

Will fireworks be a part of the event? No Yes **Note: State and City permits must be obtained before event permit is issued!**

What pyrotechnic company is doing fireworks for the event? _____ Phone: () _____

How many flush toilets will be available? _____ How many portable restrooms will be in place? _____ **See attached chart for help.**

What is your electric source? Existing Source Temporary Pole Portable Generator++ No Electricity Needed

What electric contractor will be on hand for this event? _____ Phone: () _____

Is amplified sound planned? ++ No Yes If "Yes" what purpose? Public Address Music/Entertainment

++ Loud generators, amplified sound and other noise may violate the City's Noise Ordinance (Sec 16, 41-60) if the volume is such to disturb other dwellings, businesses or persons in the vicinity. Event promoters must ensure sound is kept below disturbing levels.

LEGITIMATE NOISE COMPLAINTS MAY CAUSE THE IMMEDIATE REVOCATION OF THE EVENT PERMIT!

Briefly note your plans for providing:

1. Hand washing facilities for vendors/guests: _____
2. Handicapped restroom facilities: _____
3. Trash receptacles: _____
4. Recycling receptacles: _____
5. Removal of animal feces _____
6. After-event cleanup _____

**EVENT APPLICATIONS MUST INCLUDE A DETAILED
 DIAGRAM OF THE EVENT AREA OR ROUTE**

EVENT SAFETY PLAN

How many law enforcement officers will provide event security? _____

How many law enforcement officers will provide traffic control? _____

How many licensed private security officers will be on hand for this event? _____

How many volunteer security monitors will be on hand for this event? _____

How many paramedics will be on hand for this event? _____

How many first responders will be on hand for this event? _____

SECURITY EXPENSES
All security expenses,
including law enforcement
personnel expenses
must be paid
by the event sponsor

NEED HELP DETERMINING PUBLIC SAFETY NEEDS? CALL (479)709-5016

Briefly note what you believe to be the major security and traffic control issues with your event:

The City of Fort Smith Special Events Ordinance requires the permittee/sponsoring organization to provide adequate security personnel as determined by the Chief of Police. Public safety needs are determined by evaluation of anticipated crowd size, similar event history and event type. For assistance, call (479) 709-5016.

All parade, athletic event, or other special event costs, including but not limited to, costs for cleanup, repair, fire services and police services shall be borne by the applicant.

List planned parking locations for spectators, vendors and staff:

Spectator Parking: _____

Handicapped Parking _____

Vendor Parking: _____

Staff Parking: _____

REQUIRED INSURANCE INFORMATION

Evidence of insurance must be provided to the Police Department Event Coordinator no less than five (5) days prior to the event. **The City of Fort Smith at P.O. Box 1908, Fort Smith, AR 72902, must be named "additional insured" to all coverage.** Notation of certificate will not be accepted! Surplus line policies must be issued and stamped in the State of Arkansas.

Minimum Limits as applicable:

\$250,000 each person **bodily injury** (\$300,000 minimum if the event is in a city park)

\$500,000 each occurrence **property damage** or

\$500,000 each occurrence combined single limit **bodily injury and property damage.**

If food or non-alcoholic beverages are to be sold or served, the policy must include a minimum \$250,000 endorsement for **product liability.**

If alcoholic beverages are to be sold or served, the policy must include a \$500,000 **liquor legal liability** endorsement.

A SPECIAL EVENT PERMIT CANNOT BE ISSUED UNTIL INSURANCE HAS BEEN SUBMITTED!

City of Fort Smith
Special Event Indemnification Agreement

In consideration of the issuance of a special events permit and use of the City of Fort Smith Streets, facilities, and rights of way in connection with the permitted event the organization:

(Permittee/Sponsoring Organization)

hereby agrees to reimburse the City of Fort Smith for any and all costs incurred in repairing damage to City Property proximately caused by the actions of the permittee/sponsoring organization, its officers, employees, or agents, or any persons who are, under the permittee/sponsoring organization's control insofar as permitted by law occurring in connection with a special event known as:

(Event Name)

scheduled on:

(Event Date(s))

The permittee/sponsoring organization further agrees to hold harmless, indemnify and defend the City of Fort Smith, its officials, members, agents, and employees against any claims, costs, damages, demands, liability, and notices, of any kind or nature whatsoever arising or resulting from any damage or injury proximately caused by actions of the permittee/sponsoring organization, its officers, employees, or agents, or any person under its control in connection with the permitted event, regardless of whether the city is actively negligent or passively negligent.

I am authorized to act as an officer or agent of the permittee/sponsoring organization with full authority to execute this agreement in its name and on its behalf for the purposes herein stated.

Authorized Officer of Sponsoring Organization

Date

Permit Applicant

Date

Witness

Date

SAMPLE PLANS FOR PERMIT RELATED ALCOHOL ISSUES

THESE SAMPLE PLANS ARE A GUIDE TO ASSIST YOU IN DEVELOPING
A STRATEGY TO PREVENT ALCOHOL MISUSE AT YOUR EVENT.

PLEASE MAKE SURE YOUR PLAN IS SIGNED BY AN AUTHORIZED OFFICER OF THE SPONSORING ORGANIZATION.

SAMPLE PLANS FOR KEEPING MINORS FROM OBTAINING ALCOHOL

1 (Event Sponsor) requires all patrons age twenty-one (21) and over to wear identification wristbands. Our gate personnel check all identification cards at the park entrance and place a wristband on all who are age twenty-one (21) and over who plan to purchase and consume alcohol.

Beverage sales personnel will have printed copies of this alcoholic beverage plan available at each alcoholic beverage point of sale. Additionally, each person dispensing alcoholic beverages will be given a briefing regarding the prohibition against the sale of alcoholic beverages to minors or to anyone not wearing an armband.

Alcohol will be served in cups of a single color, specifically designated for alcohol to aid police officers and security staff in identifying prohibited activity.

(# of Staff) event volunteers have been assigned the task of walking the event area in search of any minors or adults not in compliance with the alcohol regulations. All violators will be reported to the police.

2 (Event Sponsor) requires all patrons age twenty-one (21) and over to be stamped with a unique hand stamp that cannot be transferred to other patrons without easy detection. Our gate personnel will check all identification cards at the park entrance and place the unique indelible ink hand stamp on all who are age twenty-one (21) and over who plan to purchase and consume alcohol. Beverage sales personnel will be instructed to closely examine the hand stamp prior to selling alcoholic beverages to assure under aged persons do not display a reverse transfer of the hand stamp.

Beverage sales personnel will have printed copies of this alcoholic beverage plan available at each alcoholic beverage point of sale. Additionally, each person dispensing alcoholic beverages will be given a briefing regarding the prohibition against the sale of alcoholic beverages to minors or to anyone not wearing the proper hand stamp.

Alcohol will be served in cups of a single color, specifically designated for alcohol to aid police officers and security staff in identifying prohibited activity.

(# of Staff) event volunteers have been assigned the task of walking the event area in search of any minors or adults not in compliance with the alcohol regulations. All violators will be reported to the police.

SAMPLE PLANS FOR KEEPING SPECTATORS FROM BRINGING THEIR OWN ALCOHOLIC BEVERAGES

1 (Event Sponsor) will have signs posted at the entrance to the event and in designated parking areas, prohibiting any outside alcohol or weapons from being carried onto the event premises in ice chests, large bags or other containers. Volunteers posted at the entrance. Staff and/or Volunteers posted at the entrance have been instructed not to allow any ice chests, large bags, or otherwise from entering the event grounds without inspection to assure no alcoholic beverages and/or weapons are being transported into the event.

Alcohol will be served in cups of a single color, specifically designated for alcohol to aid police officers and security staff in identifying prohibited activity.

Persons found in violation of this prohibition inside the event premises will be banned from the event by event staff and are subject to arrest. Additionally, persons who refuse to allow event staff to search containers/bags/et cetera will not be allowed inside the event area.

2 (Event Sponsor) makes the general public aware of its policy/position regarding the prohibition of outside alcohol in the event area in all pre-event promotional and advertising efforts. Additionally, the group places signs noting “**NO OUTSIDE ALCOHOL OR PERSONAL ICE CHESTS ARE ALLOWED INSIDE THE EVENT AREA**” at all parking areas and entrances to the event area.

Alcohol will be served in cups of a single color, specifically designated for alcohol to aid police officers and security staff in identifying prohibited activity.

Persons found in violation of this prohibition inside the event premises will be banned from the event by event staff and are subject to arrest. Additionally, persons who refuse to allow event staff to search containers/bags/et cetera will not be allowed inside the event area.

POLICE EVENT CHECKLIST

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This Fort Smith Police Department Special Event Application is to be submitted to the Police Department Events Coordinator (100 South 10th Street, Fort Smith, AR 72901) at least 45 days prior to the event. Applications must be submitted *in person or by U.S. Mail*. No facsimiles!

SUCCESSFUL APPLICATIONS WILL INCLUDE THE FOLLOWING INFORMATION WHEN APPLICABLE:

<input type="checkbox"/>	Fully completed Special Event Application submitted at least 45 days prior to proposed event. <small>PLEASE CALL (479) 709-5016 IF YOU NEED ASSISTANCE COMPLETING THE SPECIAL EVENT FORM!</small>
<input type="checkbox"/>	Detailed Diagram of event area.
<input type="checkbox"/>	Signed, witnessed and dated Indemnification Agreement.
<input type="checkbox"/>	Copy of APPLICATION for Arkansas Alcoholic Beverage Permit. <i>An actual copy of the alcoholic beverage PERMIT you receive from the state must be presented the week preceding the event.</i>
<input type="checkbox"/>	Signed and dated plan to prevent alcohol sales to minors during event.
<input type="checkbox"/>	Signed and dated plan to prevent patrons from bringing alcoholic beverages into event. <i>The two alcohol plans may be combined on one page if desired.</i>
<input type="checkbox"/>	Copy of insurance (in required amounts) showing the city as additional insured.
<input type="checkbox"/>	Copy of City Park Use Application (required if event is held in a city park).
<input type="checkbox"/>	Other supporting documentation.
<input type="checkbox"/>	Scheduled meeting with <u>Police Events Coordinator</u> to discuss event security/plans.

Other Helpful Links/Information

Arkansas Department of Finance and Administration/Alcohol Beverage Control Division

100 Main Street Suite #503, Little Rock, Arkansas 72201 // (501)682-1105 Fax: 501-682-2221

<http://www.state.ar.us/dfa/abcadministration/index.html>

Arkansas Festival Association <http://www.arkansasfestivalassociation.org/>

City of Fort Smith, Arkansas <http://www.fortsmithar.gov/>

Fort Smith Parks <http://www.fortsmithparks.com>

Recreation Director (479) 785-4225

Fort Smith Police <http://www.fortsmithpd.org/>

Event Coordinator: (479) 709-5016

City Ordinance available at <http://www.municode.com> Select "Online Library" then click on the map of "Arkansas" and select Fort Smith from the list.

International Portable Sanitation Association guidelines for estimating the number of sanitation units that may be necessary for a special event.										
Numbers of Hours for Event										
	1	2	3	4	5	6	7	8	9	10
Crowd Size	Number of Portable Restrooms									
1-500	4	4	4	6	6	6	8	8	8	8
501-1000	4	6	6	6	6	8	8	8	8	12
1001-2000	8	8	8	8	8	12	12	12	12	16

To meet ADA, 5% of facilities but not less than one toilet must be wheelchair accessible.