

**City of Paducah**  
**Public Assembly Permit Application Form**  
**(Special Event)**

Person(s)/Organization requesting permit: \_\_\_\_\_

Address / City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

Day(s) & Date(s) of Event: \_\_\_\_\_

Time event will be held: \_\_\_\_\_ # of attendees expected: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Requested Location for Event: \_\_\_\_\_

\_\_\_\_\_

**Permit Applications must be submitted prior to the event as follows: Class 1, 30 days prior, Class 2, 60 days prior, and Class 3, 90 days prior. (See the Policies and Procedures document (page 1)).**

**City Support Services**

Will the event require use of power?  yes  no  
\* Cost: \$30 per box per day. • Contact the Parks office to make arrangements for connection. • Payment should be made to Paducah Parks and Recreation

Will you need a water connection?  yes  no \* Cost is \$15 per spigot per day. • Contact the Parks office to make arrangements for connection. • Payment should be made to Paducah Parks and Recreation

Barricades \_\_\_\_\_ Cones \_\_\_\_\_ Delineators \_\_\_\_\_

Dumpsters \_\_\_\_\_ Roll-outs \_\_\_\_\_ Picnic Tables \_\_\_\_\_

--There is a replacement cost for above items damaged or stolen, See guidelines pages 2 & 3.

Trash pickup  How often \_\_\_\_\_

First Aid Station  If more than one indicate here \_\_\_\_\_

Police/Security   
(Off duty Police officers can be contracted to work security for special events. Call the Asst. Police Chief's Office.)

I have read the Public Assembly Permit Policies and Procedures document and understand the process for obtaining a Special Event permit.  
\_\_\_\_\_

Refer to the Policies and Procedures for Public Assembly Permit document (page 5) to determine the hazard level for your event. Any event classified as B, C, or D requires an insurance certificate as described in the policies and procedures.

**Submit completed permit application form to:**

**Paducah Parks and Recreation ■ 1400 H.C. Mathis Drive ■ For information call 270-444-8508, ext.3**