



**Huachuca City Special  
Events Permit  
Permit Application**

This application must be returned to the City Clerk not less than 30 days before the scheduled event.

1. Permit is being requested for what type of event?

Parade

Assemblage

Procession

Road Closure

2. Date Application Completed: \_\_\_\_\_

3. Date of Parade, Assemblage, or activity that requires a road closure or traffic control: \_\_\_\_\_

4. Purpose of the event: \_\_\_\_\_

5. Estimated number of participants: \_\_\_\_\_

6. Start time of event: (For a parade, the time that the parade assembles) \_\_\_\_\_

7. Termination time: \_\_\_\_\_

8. Location of Event: (For a parade, the proposed route to include staging area and termination area of debarkation.) \_\_\_\_\_

**NOTE: A diagram of the proposed site or route is required for review. Include streets and intersections in which the road will be closed. Also identify on the map the portion of the street or intersection, which will be occupied during the street closure.**

9. Name of Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address and telephone number: \_\_\_\_\_

10. Describe how this event will directly benefit the citizens of Huachuca City: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Will parking in the area of the street closure or event need to be restricted, redirected or prohibited during such closure? Circle yes or no.
12. Will any sound amplification equipment be used during the event? Circle yes or no.
13. Will any charity, gratuity, or offers be solicited or accepted during the event? Circle yes or no.
14. Will sales of food, beverages, or merchandise occur? Circle yes or no. If yes, clean up is required and the organizations must apply for a business license. Please provide the name and telephone number of the person responsible for the clean up and the date that the clean up is scheduled to occur. If clean up is not done properly, the organization requesting the street closure will be responsible for all costs to the City for such clean up. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

15. Please provide any additional information that may be useful to the City in evaluating this request. \_

\_\_\_\_\_

\_\_\_\_\_

16. Will any utilities (Gas, Electric, Water, Etc) be used from an established structure or building for the event? If so please provide licensed contractors information for work done to provide utilities to area of special event.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For City Use Only**

**Police Department Approval:** Yes  No   
**Remarks:** \_\_\_\_\_

\_\_\_\_\_

**Public Works Approval:** Yes  No   
**Remarks:** \_\_\_\_\_

\_\_\_\_\_

**Parks and Leisure Approval:** Yes  No   
**Remarks:** \_\_\_\_\_

\_\_\_\_\_

**Fire Department Approval:** Yes  No   
**Remarks:** \_\_\_\_\_

\_\_\_\_\_