

# CITY OF COVINGTON SPECIAL EVENT PERMIT APPLICATION

Any event (i.e. festival, concert, run/walk, art show, etc.) that uses, or will likely have a large impact on, public or City-owned property, such as streets or parks, requires a Special Event Permit Application. If you're the person or organization hosting or sponsoring an event you'll need to fill this out. This is information that we require in order to ensure that everything goes smoothly and safely.

## RULES & PROCEDURES

A complete application, including all fees and attachments, must be submitted to the City Manager's Office **no less than forty five (45) days** from the event date. It is important that you complete this application fully and include any extra attachments that may be necessary. **If not, approval of your application will be delayed or denied.**

Once we receive your application, appropriate fees, and any attachments, City staff will review all the information and make a recommendation of approval or denial to the City Manager. We might also make some changes or give a cost estimate for the use of City equipment and/or services. The City Manager will then approve or deny the application within seven (7) days of the staff recommendations.

For the complete details on rules and processes, including standards for approval and denial or how to appeal a denial, please see Section 93.30, et seq. of the City of Covington Code of Ordinances.

## FEES

Based on the size and type of event you're having, a fee is required when you submit your application:

**Block Party Permit (\$25.00 fee):** Neighborhood gatherings confined to a block or a portion of a street where no alcohol is allowed, served or consumed on public property; less than 200 people.

**Low Impact Permit (\$25.00 fee):** Events including, but not limited to, neighborhood picnics, social gatherings or meetings, small theatrical performances; no alcohol served; less than 1,000 people.

**Medium Impact Event Permit (\$50.00 fee):** Events including, but not limited to, dances, animal shows, rallies, flea markets; no alcohol served; 1,000 - 2,500 people.

**High Impact Event Permit (\$75.00 fee):** Events including, but not limited to, non-professional sporting events, circuses, carnivals with rides; no alcohol served; 2,500 - 5,000 people.

**Special Impact Event Permit (\$100.00 fee):** Events including, but not limited to, Maifest, Oktoberfest, Mardi Gras, rock concerts, professional sporting events, fireworks displays; any event where alcohol is sold, served or otherwise available; 5,000 plus attending.

**Additional Fees:** Events that require Police Department or Fire Department services, clean-up of the event area, or other City-provided services or equipment may incur additional costs that will be the responsibility of the applicant. If such costs are incurred, the applicant will be notified of the costs and will be responsible for reimbursing the City for those costs. The individual or organization listed in **Section 1** will be billed for such services. Additional fees may also be required with any of the additional permits listed in **Section 5**.

**Return Completed Applications To:**  
Office of the City Manager  
20 West Pike St., 2nd Floor  
Covington, KY 41011

**For Questions Please Contact:**  
Liz Glass  
859-292-2129  
eglass@covingtonky.gov

# CITY OF COVINGTON

## SPECIAL EVENT PERMIT APPLICATION

### Section 1: Applicant Information

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Event Contact Person (if different from Applicant):

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Type:  Non-Profit  For Profit  Individual  Other: \_\_\_\_\_

### Section 2: Event Information

#### A. Event Activities

Impact Level:  Block Party \$25  Low \$25  Medium \$50  High \$75  Special \$100

Name of Event: \_\_\_\_\_

Brief Description: \_\_\_\_\_

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

Hours of Event: \_\_\_\_\_ Hours with Setup & Breakdown: \_\_\_\_\_

Expected total attendance: \_\_\_\_\_ Prior year attendance (if applicable): \_\_\_\_\_

Activities to be Conducted:

- show/performance  arts & crafts  carnival rides  music  animals  
 food & beverages  games  fundraising  parade  fireworks  
 sporting event/competition  walk/run  
 other: \_\_\_\_\_

Is the event co-sponsored by the City?  Yes  No

Is the event open to the public?  Yes  No

Alcohol Served?  Yes  No

Alcohol Sold?  Yes  No

**B. Event Location**

**Site Map**

Attach a site map clearly showing where the event will occur and any requested street closures and/or parking restrictions. If applicable, also include a detailed site plan indicating the location of tents, stages, portable rest rooms, booths, fencing, etc. Base maps can be found at [linkgis.org/lghome/](http://linkgis.org/lghome/).

List all locations and areas that will be used or affected by the event.

**1) Streets**

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Will these streets need to be closed? Yes  No

If yes, please list specific hours and locations of closures: \_\_\_\_\_

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Will there need to be parking restrictions on these streets? Yes  No

If yes, please list specific hours and locations of restrictions: \_\_\_\_\_

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Will sidewalks along these streets be blocked? Yes  No

**2) Parks**

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Please contact the Recreation Dept. (859-292-2151) to check on the availability of parks and to acquire the proper permit. For park shelter rental please view our online shelter reservation system. <https://www.covingtonky.gov/visitors/parks>

**3) City-owned Parking Lots and Garages**

Will the lot(s) need to be closed or have parking restrictions? Yes  No

If yes, please list specific hours of closure/parking restrictions: \_\_\_\_\_

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**4) Private Property**

Is the Applicant the owner of the above property? Yes  No

If no, please attach permission from the property owner.

**Section 3: Notifications**

Would you like your event to be advertised on the City's calendar of community events?

Yes  No  (If yes, please attach additional marketing material)

If street closures are requested the Applicant is responsible for giving written notification to any businesses and residents that will be affected by the closures. Please attach proof of such notification.

Temporary or soft closures in which closures are manned to allow for through traffic during the event are exempt from this requirement.

#### **Section 4: Insurance**

Applicants must provide a certificate of general liability insurance naming the City of Covington as an additional insured for the date(s) of the event. Liability limits are \$500,000 for low impact events and \$1,000,000 for medium, high, and special impact events.

#### **Section 5: Additional Permits**

If any of the items below will be present and/or conducted at your event you will need additional permits. Please attach copies of any applicable permits or approvals to this application.

- Alcohol:** State and City ABC licenses are required in order to serve and/or sell alcoholic beverages. The City temporary ABC license can be found at <https://www.covingtonky.gov/forms-documents/view/temporary-abc-license-application>.  
  
The State temporary ABC license can be found at [abc.ky.gov/Pages/applications.aspx](http://abc.ky.gov/Pages/applications.aspx). Contact the Kentucky Dept. of Alcoholic Beverage Control at 888-847-7222 with questions regarding this license.
- Fireworks:** Fireworks require a separate "Application for Supervised Public Display of Fireworks" from the Kentucky Office of the State Fire Marshal which can be found at [dhbc.ky.gov/sfm/Pages/Fireworks.aspx](http://dhbc.ky.gov/sfm/Pages/Fireworks.aspx). Additional insurance is also required. For questions, contact the Covington Fire Dept. at 859-431-0462.
- Food Service:** Temporary food service establishments (such as booths at festivals) must obtain a permit to operate and be inspected by the Northern Kentucky Health Dept. prior to opening. Additional information and applications can be found at [nkyhealth.org/Services/Temporary-Food.aspx](http://nkyhealth.org/Services/Temporary-Food.aspx) or by calling 859-363-2012.
- Parades:** For a Parade Permit, contact the Traffic Division of the Covington Police Dept. at 859-292-2252.
- Temporary Structures:** Kentucky Building Code requires inspection and permitting of all temporary structures larger than 100 sq. ft. (10' x 10'). This includes tents and stages. Contact Planning and Development Services of Kenton County at 859-957-2408 to obtain a permit and arrange for inspection.
- Vendors:** Occupational licenses are required for the sale of goods in the City. The applicant should contact the Finance Dept. at 859-292-2183 to determine what type and how many occupational license are required.

#### **Section 6: Waste Management**

The event organizer is responsible for cleaning the permitted special event area, disposing of waste/ recyclables, and returning the area to its original clean condition. If the permitted special event area is not clean upon arrival please contact the Special Event Coordinator at \_\_\_\_\_. Litter/trash shall be picked-up before, during, and after the completion of the event. It is the responsibility of the event organizer to ensure that there are sufficient number of trash receptacles located throughout the event site and that they are emptied during the event to prevent overflow. Following the event the organizer is responsible for proper clean up and disposal of all waste (trash, recyclables, etc.). City street trash receptacles are for pedestrian waste. Please do not dispose of event waste in city street trash receptacles. City street trash receptacles can be utilized during an event but must be lined with a trash bag and emptied during and after event.

To assist with waste and recyclables disposal at your event, organizers can choose from the following (Please confirm a waste and recycling collection and disposal plan has been coordinated by checking the appropriate box):

- Contact Rumpke at [Covington@Rumpke.com](mailto:Covington@Rumpke.com) or by calling 1-800-828-8171 to speak with a Rumpke representative. The following equipment is available for your event: special event boxes and liners or rent rolling carts, container dumpster or compactors from Rumpke. Pricing information is available upon request. Rumpke emergency contact phone number is 859-250-9151.
- Coordinate self-organized waste and recycling collection and disposal plan. Plan must be submitted prior to approval.
- No waste collection and disposal plan is needed.

**Section 7: Safety & Security**

Based on event details such as estimated attendance, location, time of event, availability of alcoholic beverages, and street closures, the Covington Police Department Traffic Bureau will make a determination as to if and how many officers are required for crowd and/or traffic control.

Any officers that are required can be hired through the **Covington Police Dept. (CPD)** with a three-hour minimum. You may request to use outside law enforcement officers, who are qualified to apply sworn law enforcement powers within the city, but still must comply with CPD’s recommendations. The scheduling of all officers must be approved by CPD. Please note, if alcohol is to be sold, served, or consumed during the event on City property, security is required.

If street closures are requested, it is your responsibility to ensure that a 12-foot wide emergency lane, clear of any obstacles, is maintained for emergency and fire access. In addition to the Emergency Vehicle access, Tents 400 square feet and larger require a permit and inspection through the Building Inspector’s Office (PDS of Kenton County) You must also be mindful of any fire hydrant locations, as it is a violation of Covington Code of Ordinances to obstruct access to hydrants. Based on event details such as estimated attendance, location, time of event, availability of alcoholic beverages, street closures, potential for injury and potential for or history of increased demand for Emergency Medical Services, the Covington Fire Department EMS Division will make a determination as to if, how many and what licensure level EMS personnel are required for the provision of on-site medical care of event attendees.

Any medical personnel that are required can be hired through the **Covington Fire Department (CFD)** at an off-duty rate of pay of \$75 per hour which shall include vehicles, equipment and supplies, with a three hour minimum. You may arrange to use outside medical services who are qualified and licensed by the Kentucky Board of Emergency Medical Services to provide emergency medical care and/or transportation within the city, but still must comply with CFD’s requirements.

**Section 8: Terms & Conditions**

The Applicant agrees to comply with all applicable ordinances and regulations and any stipulations or restrictions of the permit, including payment of additional costs.

The Applicant agrees that for and in consideration of the use of public facilities, right-of-ways and city staff oversight and personnel involvement, the applicant/sponsor of the event shall indemnify and hold harmless the City of Covington, its employees, officials, and agents from any and all claims, damages, liabilities, injuries, losses and expenses arising from the issuance of the special event permit and any occurrence or incident at, or in any way related to, the event.

The Applicant understands that this permit does not guarantee unilateral permission. There may be other permits, licenses or authorization necessary from other entities, depending on the type of event and activities conducted.

The undersigned verifies that, to the best of their knowledge, all information contained herein is true and accurate and agrees to these terms as outlined by the City of Covington.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE SIGNATURE & TITLE

\_\_\_\_\_  
DATE

Official Use Only

Event: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Sent for Review: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Insurance Received: \_\_\_\_\_

Department Review: Attach any additional notes, recommendations, or other documents, including cost breakdown, conditions for approval, or reason for denial.

**Police**

Approved       Approved with Conditions       Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Fire**

Approved       Approved with Conditions       Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**DPW**

Approved       Approved with Conditions       Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Recreation**

Approved       Approved with Conditions       Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Communications**

Approved       Approved with Conditions       Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Solid Waste**

Approved       Approved with Conditions       Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**City Manager**

Approved       Approved with Conditions       Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Notes/ Conditions:** \_\_\_\_\_

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