

# 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 are the person or organization hosting or sponsoring an event, you will need to fill this out. This is information that we require to ensure that everything goes smoothly and safely.

## RULES & PROCEDURES

Event inquiries will be reviewed by the City Manager and any applicable city department staff prior to accepting and circulating a permit application. Reasons for permit denial include but are not limited to events causing an unreasonable impact of the public's access of City-owned space. To view other reasons for permit denial, see section 93.34 of the City of Covington Code of Ordinances.

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 of 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 are having, a fee is required when you submit your application:

**Block Party Permit (\$25 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 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 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 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 fee):** Events including, but not limited to, Maifest, Oktoberfest, Mardi Gras, rock concerts, professional sporting events, fireworks display; any event where alcohol is sold, served or otherwise available; 5,000 plus attending.

**Covington Plaza Event Permit (\$500 fee single day or \$1000 fee per multiday not exceeding 4 days):**  
Events that will take place within all or a portion of the City-owned area and associated amenities known as "Covington Plaza".

**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, Attn: Liz Glass  
20 W. Pike Street, 2<sup>nd</sup> Floor  
Covington, KY 41011

### **For Questions Please Contact:**

Liz Glass  
859-292-2129  
[eglass@covingtonky.gov](mailto:eglass@covingtonky.gov)



# CITY OF COVINGTON SPECIAL EVENT PERMIT APPLICATION

OFFICIAL USE ONLY

---

---

---

---

## Section 1: Applicant Information

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

Address: \_\_\_\_\_  
Street Address City State Zip

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

Phone: \_\_\_\_\_ Website: \_\_\_\_\_  
Please Print Clearly

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  
☐ Covington Plaza Single Day \$500 ☐ Covington Plaza multiday (not exceeding 4 days) \$1000

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

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

Event Date(s): ☐ Single Day \_\_\_\_\_  
Date Hours

☐ Multi-Day \_\_\_\_\_  
Please provide detail on dates and hours in space provided. If more space is needed, please add an attachment

Setup: \_\_\_\_\_ Breakdown: \_\_\_\_\_  
Date Hours Date Hours

Is the event public or private? ☐ Public ☐ Private

Expected Total Attendance: \_\_\_\_\_ Prior Year Attendance (if applicable): \_\_\_\_\_

### Activities to be Conducted:

☐ Carnival Rides ☐ Arts & Crafts ☐ Show/Performance ☐ Music ☐ Food & Beverage ☐ Games  
(live/DJ/Amplification)  
☐ Fundraising ☐ Parade ☐ Fireworks ☐ Sporting Event ☐ Walk / Run ☐ Food Truck  
☐ Silent Auction/ Raffle ☐ Animals ☐ Film/Photo Shoot ☐ Drone/Model Airplanes ☐ Bounce House ☐ Beer Truck  
☐ Alcohol Sold ☐ Alcohol Served ☐ Alcohol Sampled ☐ Other: \_\_\_\_\_  
Any other activity not listed

If alcohol is included at your event, in what way will it be distributed:

☐ Microbrewery ☐ Distillery ☐ Small Farm Winery ☐ Other: \_\_\_\_\_  
Beer Truck

List who you are working with: \_\_\_\_\_

## B. Event Location

### Site Map

Attach a site map clearly showing where the event will occur and any requested street closures and 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 [www.linkgis.org/mapviewer/](http://www.linkgis.org/mapviewer/). List all locations and areas that will be used or impacted by the event. If a street is closed, except for block parties, No Parking Signs will be required. These will be posted in the impacted area no later than 24 hours in advance and will be placed by Covington Department of Public Works. See Section 3 regarding communicating with those impacted.

#### 1) Streets

Will these streets need to be closed? ☐ Yes \_\_\_\_\_ ☐ No \_\_\_\_\_  
List date(s) and hours of closure request

Are you requesting no parking signs? (Required for street closures with exception of block parties)

☐ Yes \_\_\_\_\_ ☐ No \_\_\_\_\_  
List date(s) and hours of no parking sign request

Will the closure/no parking signs impact metered areas? ☐ Yes \_\_\_\_\_ ☐ No \_\_\_\_\_  
How Many

You may be required to pay a fee for metered spots that are out of use during setup, breakdown, and the duration of the event.

**2) Parks:** <https://www.covingtonky.gov/visitors/parks> - Please contact the Recreation Dept. (859-292-2151) to check on the availability of parks and to acquire the proper permit. Shelter rentals can be reserved through our online reservation system. If setup/teardown of your event will take place outside of the day of the event, you may need to reserve multiple days. **This application does not reserve park space.** Park permits are a separate permit. For further information about park amenities (bathroom, water access, etc.) please connect with the Recreation Dept. to make arrangements if necessary.

Will you be utilizing a Covington Park? ☐ Yes \_\_\_\_\_ ☐ No \_\_\_\_\_  
Please list the Covington Park(s)

Will you need a shelter reservation? ☐ Yes \_\_\_\_\_ ☐ No \_\_\_\_\_  
Please list the shelter & provide a copy of the park permit(s)

**3) City-owned Parking Lots and Garages:** Please contact Kyle Snyder, Parking Authority Executive Director to inquire about the use of city-owned/parking authority owned parking lots. ([kyle.snyder@covingtonky.gov](mailto:kyle.snyder@covingtonky.gov), 859-292-2317) Does the event include city-owned/parking authority owned parking lots? If yes, please attach permission.

☐ Yes \_\_\_\_\_ ☐ No \_\_\_\_\_  
List Location(s)

**4) Private Property:** Events held on private property that would have a direct impact on traffic congestion or flow to and from the event over public right-of-way or impact the need for police, fire, or other public safety and emergency services, may require a Special Event Permit. Expecting 500 or more persons in attendance, is presumed to have a direct impact on public right-of-way, police, fire, and other emergency services, and shall be deemed a special event. Events with significantly smaller attendance may also qualify as a special event if they exceed their intended purpose, reasonable occupancy, or impact on city right-of-way.

Is your event on private property? ☐ Yes \_\_\_\_\_ ☐ No \_\_\_\_\_  
List location(s)

Is applicant the owner of the property? ☐ Yes ☐ No If no, please attach permission from property owner.

### Section 3: Notifications

If requesting street closures, parking restrictions, and/or the event activities include amplification, etc. the applicant is responsible for giving written/electronic notification to any businesses and residents impacted. Notification should take place at least two weeks prior to the date the impact begins. (Events that are multi-day and/or High/Special impact level should notify as early in advance as possible as well as send a reminder two weeks prior). Those notified are within/bordering closures, near restricted parking, and areas near the event zone (including adjacent streets). Please attach proof of notification. Temporary or soft closures in which closures are staffed to allow for through traffic during the event are exempt from this requirement.

If you would like your event to be advertised on the City's calendar of community events, please attach additional marketing material or submit via email to the City at [cbaughman@covingtonky.gov](mailto:cbaughman@covingtonky.gov)

## 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, special impact, and Covington Plaza 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. Other permits may be required that are not listed below. It is the organizer's responsibility to be in compliance.

- ☐ **Alcohol:** State and City ABC temporary licenses are required in order to serve and/or sell alcoholic beverages at a fair or festival. These licenses are also required for events held at a licensed premise. The organization must obtain their own license. The City temporary ABC license can be found at <https://covingtonabclicensing.portal.iworq.net/COVINGTON/new-entity/1101/1824>. The State temporary ABC license can be found at [www.abc.ky.gov](http://www.abc.ky.gov). Contact the Kentucky Dept. of Alcoholic Beverage Control at 888-847-7222 with questions regarding this license.

Please provide detail regarding point(s) of sale location(s): \_\_\_\_\_

- ☐ **Silent Auction/Raffle:** To hold an auction/raffle involving alcohol on a licensed premises, a charitable or nonprofit organization must obtain a special temporary alcoholic beverage auction license from the State and City of Covington.

Please provide detail regarding items being auctioned / raffled: \_\_\_\_\_

- ☐ **Fireworks:** Fireworks require a separate "Permit Application for Supervised Public Display of Fireworks" from the Kentucky Office of the State Fire Marshal which can be found at [https://dhbc.ky.gov/new\\_docs.aspx?cat=154](https://dhbc.ky.gov/new_docs.aspx?cat=154) (click on "Firework Forms" to locate this permit application). 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, food trucks, etc) 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 <https://nkyhealth.org/food-service-operators/> and select "Temporary Food Service Permits" or by calling 859-341-4264.

- ☐ **Food Truck:** must be inspected Covington Fire Dept. Please call 859-431-0462 to schedule. This should be completed prior to the event.

- ☐ **Parades:** For a Parade Permit, contact the Traffic Division of the Covington Police Dept. at 859-292-2252. You only need a special event permit if there is an event in addition to the parade that falls into the category of a special event.

- ☐ **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 859-331-8980 to obtain a permit and arrange for inspection. <https://www.pdskc.org/> Please provide detail on the structure including size and requested placement.

Structure Detail(s): \_\_\_\_\_

- ☐ **Vendors:** Occupational licenses are required for the sale of goods in the City. The applicant should contact the City of Covington Finance Dept. at 859-292-2180 to determine what type and how many occupational licenses are required. The application for a 3-day temporary occupational license for individuals and businesses located outside of the City can be found at <https://www.covingtonky.gov/government/departments/finance#RegisteringYourBusiness>

- ☐ **Drone / Model Airplane(s):** subject to applicable Federal Aviation Administration regulations. Please refer to the Federal Aviation Administration at [https://www.faa.gov/uas/getting\\_started/register\\_drone](https://www.faa.gov/uas/getting_started/register_drone)

## Section 6: Waste Management

To assist with trash and recycling disposal at your event, organizers can choose from the following options. **Proposed waste management plan must be submitted with application and final plan must be submitted 30 days prior to event. See attached checklist for guidance.**

- ☐ Contact Rumpke at Covington@Rumpke.com or by calling 1-800-828-8171 to speak with a Rumpke representative. The following equipment is available for to rent your event: special event boxes and liners, carts on wheels, dumpsters, or compactors. 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.

## Section 7: Safety and 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 allofficers 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 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 \$85 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 and 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. Non-compliance by the Applicant that causes additional City services and equipment to be used, will result in the Applicant being invoiced for those expenses. Non-compliance with the terms outlined in the permit will be considered in the processing of future special event permit applications.

The Applicant agrees that for and in consideration of the use of public facilities, rights-of-way, 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 AND TITLE

---

DATE

**OFFICIAL USE ONLY**

PERMIT # \_\_\_\_\_

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

Received: \_\_\_\_\_ Circulated: \_\_\_\_\_ Payment: \_\_\_\_\_ Insurance: \_\_\_\_\_

**(1) POLICE**☐ Approved ☐ Approved with Conditions ☐ Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(2) FIRE**☐ Approved ☐ Approved with Conditions ☐ Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(3) DEPARTMENT OF PUBLIC WORKS**☐ Approved ☐ Approved with Conditions ☐ Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(4) RECREATION**☐ Approved ☐ Approved with Conditions ☐ Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(5) COMMUNICATIONS**☐ Approved ☐ Approved with Conditions ☐ Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(6) SOLID WASTE**☐ Approved ☐ Approved with Conditions ☐ Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(7) ABC ADMINISTRATOR**☐ Approved ☐ Approved with Conditions ☐ Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(8) CITY MANAGER**☐ Approved ☐ Approved with Conditions ☐ Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes / Conditions:****PERMIT STATUS**


# ORGANIZER CHECKLIST

*Not required to submitted with permit, provided as a resource.  
Not all checklist items are going to be required for all events.*

- ☐ Completed special event permit application
- ☐ Special event permit fee (payee City of Covington, please mail or drop off ATTN: Special Event Permit)
- ☐ Certificate of liability insurance naming the City as additional insured (exception of block party)
- ☐ Site map detailing requested closures and parking restrictions [www.linkgis.org/mapviewer/](http://www.linkgis.org/mapviewer/)
- ☐ Detailed site plan indicating the location of tents, stages, portable restrooms, booths, fencing, dumpster, etc.
- ☐ Park permit(s) if applicable <https://www.covingtonky.gov/visitors/parks> or call 859-292-2151
  - ☐ Contact 859-292-2129 to inquire on Covington Plaza as it cannot be reserved online
  - ☐ Contact 859-292-2151 to inquire on Devou Park Band Shell as it cannot be reserved online
  - ☐ Contact 859-292-2151 to inquire on Devou Park Overlook as it cannot be reserved online
- ☐ City-owned parking lot / garage permission Contact information is [kyle.snyder@covingtonky.gov](mailto:kyle.snyder@covingtonky.gov), 859-292-2317
- ☐ Private property permission
- ☐ Provided notice of impacted residents and businesses of closures, no parking, amplification, etc.
- ☐ Submit marketing materials to Communications department [cbaughman@covingtonky.gov](mailto:cbaughman@covingtonky.gov)
- ☐ State ABC Temporary Liquor License
- ☐ Local ABC Temporary Liquor License
- ☐ State ABC temporary alcoholic beverage auction license
- ☐ Local ABC temporary alcoholic beverage auction license
- ☐ Fireworks "Permit Application for Supervised Public Display of Fireworks"
- ☐ Food Service NKY Health Department Inspection
  - ☐ Food truck Covington Fire Department inspection
- ☐ Parade permit
- ☐ Temporary Structure permit
  - ☐ Permit & Inspection
- ☐ Vendors Occupational licenses
- ☐ Drone/Model Airplane(s)
- ☐ Waste Management Plan – ***Proposed waste management plan must be submitted with application and final plan must be submitted 30 days prior to the event.***
  - ☐ Litter / trash management before, during and after completion of event
  - ☐ Equipment needs (event boxes, roll off, rear-load trash service, cart service, compactor, etc)
  - ☐ City street trash and recycling cans
    - Black city street trash cans that are located within the event footprint must be lined with black trash bags and emptied during and after event.
    - Green city street recycling cans must be lined with clear plastic bags and must be emptied during and after event.
  - ☐ Disposal Plan
    - Roll off or dumpster container onsite
    - If off-site, please specify location
- ☐ Safety and security
  - ☐ For direct requests for off-duty officers, please call 859-292-2252 otherwise, the Covington Police Department will contact the organizer regarding their recommendation.
  - ☐ For medical personnel, please contact 859-292-2345 / [fireemschief@covingtonky.gov](mailto:fireemschief@covingtonky.gov)