

City of Madison
Special Event Permit

Received date _____

PERMIT TO HOLD SPECIAL EVENT OR OTHER USE OF PUBLIC PROPERTY IN THE CITY OF MADISON, MS.

Permit is used for the following event:

_____Parade _____Demonstration _____Rally _____Concert _____Sport Event _____Other

Specify details of event and if food vendors will be present include their information and an additional permit may be required _____

Permit is issued for (Date of Event) _____ between the hours of _____ am/pm and _____ am/pm at the following route or location:

If route involves several streets or movement that overlaps or double backs, map indicating movement **MUST** be attached. The following conditions **MUST BE MET AND AGREED TO:**

- 1) The flow of vehicular and/or pedestrian traffic must not be interfered with.
- 2) Private business must not be interfered with.
- 3) There must be no trespassing on private property.
- 4) No violent or noisy conduct will be permitted.
- 5) No candy, trinkets, or other favors will be thrown from any float or group in a parade.
- 6) Grantee whose signature appears below accepts full and complete responsibility for the actions and conduct of each and every member of this activity.

Print Name

Signature of Grantee of Permit

Notary

(seal)

Date of Application

Notary Expiration

If the Grantee is representing a group or organization, list name of group: _____

Full Address of Grantee or Group: _____

Email: _____

Phone: (home) _____ (work) _____ (cell) _____

Signature: _____ **Date:** _____ **Reviewed:** _____ **Date:** _____

Director, Parks & Recreation

Chief of Police

Permit approved: _____ **Permit Denied:** _____

The city of Madison, MS, will not be responsible for any damages or injuries as a result of or during this event.

**If this event will include any special electrical wiring, mechanical rides, outdoor sound equipment, this permit is issued contingent until inspection and approval of the City of Madison Building Inspection Department: _____ N/A

Inspector _____ Date _____ Approved _____ Denied _____

**If this event will include any fireworks, this permit is issued contingent until inspection and approval of the City of Madison Fire Department: _____ N/A

Inspector _____ Date _____ Approved _____ Denied _____

**If this event will include the discharge of any type weapons or explosives, this permit is contingent until inspection and approval of the City of Madison Police Department: _____ N/A

Inspector _____ Date _____ Approved _____ Denied _____

Upon any inspection and denial by an inspector, this permit is immediately revoked, pending satisfactory correction of the problem as found.
COPY OF PERMIT MUST BE ON THE PERSON OF THE GRANTEE AT ALL TIMES DURING THE EVENT AND AVAILABLE FOR INSPECTION UPON REQUEST BY ANY OFFICER.
****IF THE PERMIT IS FOR MULTIPLE DAYS, A NEW PERMIT MUST BE ISSUED EACH DAY OF THE EVENT, PRIOR TO THE EVENT COMMENCING.**