



City of Madison

SPECIAL EVENT PERMIT

APPLICATION

Cole Smith – Parks and Recreation Director
Matt Smith – Director of Economic Development and PR

601-856-7060
Madisonthecity.com

Email Completed application to:
msmith@madisonthecity.com

Madison the City | Special Event Permit Application

Received Date: _____

Applicant Information:

Applicant Name: _____ Cell Number: _____

Street Address: _____ City/State/Zip: _____

Email Address: _____

Applicant is, check all that apply: Event Organizer On-Site Emergency Contact Organization Representative

Organization Information: Same as applicant

Organization: _____ Cell Number: _____

Street Address: _____ City/State/Zip: _____

Email Address: _____

Type of Organization, check all that apply: Nonprofit Board/Committee School Business Volunteer Individual Other

Event Information:

Event Name: _____ Time of Event: _____

Event Location: _____ Approx. Event Attendance: _____

Type of Event, select all that apply:

Parade Run/Walk Assembly/Rally Sport Event Concert Other

Please provide a brief description of your event: _____

If event is a parade or race/run, please include route and map of movement: _____

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 businesses must not be interfered with.
3. 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 or Permit

Date of Application

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 on inspection and approval of the City of Madison Building Inspection Dept.: _____ N/A _____ Inspector _____ Date ____ Approved ____ Denied

*If this event will include any fireworks, this permit is issued contingent on inspection and approval of the City of Madison Fire Dept.: _____ N/A _____ Inspector _____ Date ____ Approved ____ Denied

*If this event will include the discharge of any type weapons or explosives, this permit is contingent on inspection and approval of the City of Madison Police Dept.: _____ 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.

Permit Approved: _____ **Permit Denied:** _____ **Reason:** _____

Signature: _____ Date: _____ Signature: _____ Date: _____

Parks and Recreation Director

Chief of Police

Signature: _____ Date: _____

Director of Economic Development

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.**