



## **SPECIAL EVENT PERMIT APPLICATION CHECKLIST**

Thank you for completing your Special Event Permit Application. Before you submit your application to the City of Richmond, please make sure the following steps have been completed.

<b>Have you?</b>	
	<b>Provided a copy of the security company contract? (Section III)</b>
	<b>If you are using a City facility or park, have you reserved the facility? (Section IV)</b>
	<b>If Serving food, attached a copy of Health Permit? (Section V)</b>
	<b>If selling Alcohol, attached a copy of RPD Liquor Permit? (Section V)</b>
	<b>If you are having amplified music, completed Sound Permit application? (Section VI)</b>
	<b>Have you attached a site plan of all vendors, first aid stations, event staging, rest room facilities, tents, jumpers and temporary structures? (Section VIII)</b>
	<b>Have you attached your traffic, parking and overflow plan? (Section IX)</b>
	<b>If street closure, have you reviewed and signed the Road Closure Permit Issuance Requirements Form? (Section IX)</b>
	<b>Prepared an emergency and medical assistance plan as outlined in the Road Closure Permit Issuance Requirements Form? (Section IX)</b>
	<b>If you are affecting the normal operation of residents and businesses for a road block party, have you attached the completed neighborhood survey and received the approval of your neighborhood council president? (Section IX)</b>
	<b>Attached proposed detour route? (Section IX)</b>
	<b>Received AC Transit's Signature approval? (Section IX)</b>
	<b>Provided copy of portable toilet contract? (Section X)</b>
	<b>Provided copy of waste removal services contract or thoroughly described you plan for trash removal? (Section X)</b>
	<b>Attached your certificate of Insurance/additional Insured endorsement? Provided proof of liquor liability insurance?</b>
	<b>Signed and dated you application?</b>