



SPECIAL EVENT PERMIT

INFORMATION SHEET

Thank you in your interest in holding your next special event in the Town of Westlake. Please take a moment to complete the following checklist.

YES	NO	Questions
“X”	“X”	
<input type="checkbox"/>	<input type="checkbox"/>	<i>Will you be closing a public street?</i>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Will you be blocking or restricting fire apparatus access road?</i>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Will you be blocking or restricting public and/or private property, including public rights-of-way?</i>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Will merchandise, food, or beverages be sold on public property or on private property where otherwise prohibited by ordinance?</i>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Will there be sale of alcoholic beverages on public or private property?</i>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Will there be installation of a stage, band shell, trailer, van, portable building, grandstand, or bleachers on public property, or on private property?</i>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Will 500 or more persons be attending the event?</i>

If your response to any of the criteria listed above is “YES”, then the special event application must be completed for review.

Next steps:

- Submit completed special event application and required fee.
- Customer Service department performs review of documentation for accuracy and completeness.
- Special event application is distributed to all appropriate departments for review.
- Review process:
Minimum 30 days is required for review.
Review is performed by each appropriate department including Planning, Fire, Police, Public Works, Health, and any other applicable department.
Other information may be required upon request from issuing officer or any department for consideration of permit request.

Note: Event sponsor may request preliminary meeting to discuss event activity and requirements.