



# City of Newport

Office of the Police Department  
Thomas Collins, Chief of Police

998 Monmouth Street  
Newport, Kentucky 41071-2115  
Phone: (859) 292-3639  
Fax: (859) 292-3620  
TDD: (859) 292-3622

## Special Events Application

Upon completion, this application must be submitted to the Newport Police Department, Chief of Police – Special Events. After information and background check by the P.D., this application will be forwarded to the City Manager for review. The individual that you list as the “contact person” will then be contacted by a City representative to discuss the application and finalize plans for your event. Upon approval, permission will then be granted for the event from the Office of the Chief of Police or his designee. The City reserves the right to REVOKE permission to hold any special event at any time prior to the event taking place, if it has been determined that all necessary information used to approve the event was not included in the written application, whether intentional or not.

Requesting Organization: \_\_\_\_\_

Location of Event: \_\_\_\_\_ []Riverfront []Non-Riverfront

Are you a []For-Profit or []Non-Profit Organization? EIN # \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

1. How many people do you estimate will attend the event? \_\_\_\_\_

2. Are you requesting the use of public streets for your event? Yes [] No[]

3. Will the event necessitate the closure of any bridges? Yes[] No[]

4. Will the event involve any adjacent communities (i.e. Covington, Cincinnati, etc.)?

If yes, which one(s)? \_\_\_\_\_

5. Who is the insurance carrier\* for the event? \_\_\_\_\_

*\*Once we have received your Special Event Application, the City of Newport will determine the amount of Personal Injury and Property Damage Insurance required. Once your event is tentatively approved, a copy of the Certificate of Insurance for this event must be mailed or faxed to us at the address indicated on Page 2. The City shall be named as a co-insured in order for the event to get FINAL approval.*

6. Will there be any alcohol associated with the event? Yes [] No[]

7. Will there be fireworks associated with the event? Yes [] No[]

8. Will there be a need for utilities? (i.e. fuel, electric, water) Yes [] No[]

9. Will there be booths associated with the event? Yes [] No[]

10. Will there be a need for Fire/EMS service? Yes [] No[]



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## Special Events Application

The CITY OF NEWPORT reserves the right to be the sole determinant and provider of the level of emergency services and security needed for any event.

- Any Police Officers that are required for crowd/traffic control can be hired at an off-duty rate of pay, to be determined by the City, which includes a four-hour minimum, paid by the applicant.
- Any Public Works employees that may be required can be hired at a designated rate of pay, to be determined by the City, which includes a four-hour-minimum, paid by the applicant.
- Any Fire/EMS services that are required will be paid through the City, which includes a four hour minimum, paid by the applicant.
- Any cost incurred relative to material(s) required for traffic control (i.e. traffic cones, barricades, message boards, etc.) will be the responsibility of the requesting applicant.
- Any clean-up associated with the event will be the responsibility of the requesting applicant (i.e. collection of water containers, flyers, banners, litter, debris, etc.)
- Applicants will be advised of any additional City Permits that will be required (such as a City Alcohol License) and the applicant will be advised to apply accordingly. Any additional permits shall be issued separately. Receipt of additional permits shall not indicate that your special event has been approved.
- **If this is a walk or run please attach a copy of the proposed route for the event!**
- **Please FAX or MAIL completed application to:**  
**FAX: (859) 292-3620 ATTENTION: CHIEF THOMAS COLLINS**  
**MAIL: Newport Police Department**  
**Attn: Chief of Police - Special Events Application**  
**998 Monmouth Street**  
**Newport, KY 41071**