

EVENTS QUESTIONNAIRE (for fifty or less participants)



5.30.010 Procedure for specially permitted temporary events.

Subject to the requirements set forth in this chapter, and upon completion and submission of the town of Saratoga special events application, the following temporary events may be conducted within the municipal limits of the town of Saratoga as a specially permitted temporary event. A town of Saratoga special events application may only be approved by majority vote of the Saratoga town council, at any regularly scheduled or special meeting. However, should the anticipated attendance at a specially permitted event be less than fifty persons, the application for a permit may be submitted to the Saratoga town clerk who shall provide the application to a town of Saratoga employee or employees, who have been designated by the Saratoga town council, to review and consider approval of the same. If the employee or employees determine that the application for specially permitted event may require the imposition of additional conditions, as set forth in Section 5.30.060(B), the application for permit shall be referred to the Saratoga town council for its consideration. The intent of this chapter is to provide an expedient means to allow for specially permitted events in all areas of the town of Saratoga, while considering the health, safety and welfare of the residents of the town. The granting of a specially permitted event application is a privilege, and nothing contained in this chapter shall be construed to confer a right upon any applicant under this chapter. (Ord. 809, 2012)

APPLICANT _____ DATE: _____

Contact number: _____ Alternate contact #: _____

- 1. TYPE OF EVENT _____
- 2. LOCATION OF EVENT _____
- 3. DATE OF EVENT _____
- 4. HOURS OF EVENT _____
- 5. NUMBER OF PEOPLE EXPECTED _____
- 6. HAS PARKING BEEN ADDRESSED _____
EXPLAIN _____
- 7. HAS RESTROOM FACILITIES BEEN ADDRESSED _____
EXPLAIN _____
- 8. HAVE ALL OTHER REQUIRED PERMITS BEEN OBTAINED _____
- 9. WILL TRAFFIC CONTROL BE REQUIRED? _____

ALL EVENTS WITH A GROUP OF 50 OR MORE PEOPLE (EXCLUDING VENDORS) MUST FILL OUT THE SPECIAL EVENTS APPLICATION AND SUBMIT IT TO THE COUNCIL FOR APPROVAL

TOWN REPRESENTATIVE DATE