CITY OF MERIDIAN

City of Meridian Department of Cultural Affairs and Special Events

SPECIAL EVENT/PARADE PERMIT APPLICATION

This form must be completed in full and submitted 2 weeks prior to the event.

Application Type (Office Only): D Parade D Temporary Event D Special Event

GENERAL INFORMATION

Date	Application #
Name	Phone# (D) (N)
Address	City/State/Zip
Organization	E-Mail Address

EVENT INFORMATION

Official Name of the Event: ----------

Event Type: ☐ Parade ☐ Procession ☐ Run/Walk ☐ Bike Race D March D Festival
☐ Carnival ☐ Block Party ☐ Celebration D Street Dance D Concert D Other

Purpose of Event: D Fundraiser D Community/Neighborhood Activity D School Activity
D Religious Activity D Other (Explain): _____

Are you using a City park? D Yes D No If yes, which one? _____

**Parades Only-Location* Assembly (where do participants start): _____

Route or Event Location Description: How will parade participants be released? _____

How will parade participants be released? ☐ All at once ☐ In waves/groups

EVENT TIMES AND TRAFFIC CONTROL

EVENT TIMES:
TIME THAT PARTICIPANTS/ATTENDEES
WILL BE PRESENT ON CITY RIGHT-OF-WAY

TRAFFIC CONTROL:
TIME YOU NEED THE STREETS/TRAFFIC MONITORED
(Include Setup and Cleanup Time)

Event	Date	Time	Traffic Control	Date	Time
Start:			Start:		
End:			End:		

COPY OF PERMIT APPLICATION MUST BE ATTACHED TO PARADE PERMIT

This application, and any permit issued, is subject to the agreement by the applicant, who represents that he/she is agent for all participants of said parade, that the applicant and all participants are solely responsible for any property damage or personal injury that may result from said parade, and they agree to hold the City of Meridian harmless from any and all loss and to indemnify the City from all loss, if any, resulting in the parade or *event.*

*The carrying of any firearms, deadly weapons or unapproved fireworks are prohibited without prior permission from City of Meridian officials or the City of Meridian Police Department.

The approval of this application does not constitute endorsement of the purpose of the parade or event, of which the City has no objections as long as all local, state, and federal laws are observed. The applicant fully understands and agrees to meet all requirements of this application.

Applicant Signature

Date

TRAFFIC CONTROL PLAN

Street Barricade Needed?: ☐ Yes ☐ No If yes, placement time? _____

Description of Closure (Street, Lane, Sidewalk, etc.): _____

_____

_____

_____

POLICE AND SECURITY

Police Escorts Needed? ☐ Yes ☐ No How many? _____

Will someone other than the Meridian Police Department conduct traffic enforcement services? ☐ Yes ☐ No _____

If yes, placement time? _____

Are you hiring security guards? ☐ Yes ☐ Number of Guards _____

LIABILITY INSURANCE/ALCOHOL SALES AND CONSUMPTION

Has a Certificate of Insurance Naming the City as Additional Insured Been Filed with the City? ☐ Yes ☐ No

Insurance and other provisions may be required when serving, consuming or selling alcohol. All alcohol sales require a State Tax License.

Will alcoholic beverages be sold, served or consumed at the event? ☐ Yes ☐ No

Will alcoholic beverages be sold, served or consumed in a City Park? ☐ Yes ☐ No

FIRE AND SAFETY

All temporary fencing, barriers and temporary structures must be detailed on the site plan. A public safety plan, crowd managers and/or fire guard may be required and must be approved by the City of Meridian.

Will temporary fences or barrier be used? ☐ Yes ☐ No

Will temporary structures be used (tents, canopies)? ☐ Yes ☐ No

Will stages or other structures be required? ☐ Yes ☐ No

Quantity and size of structure (s): _____

Description/Purpose of structure (s): _____

_____

_____

Will you need electrical power for your event? ☐ Yes ☐ No ***(*A $25.00 fee is required for use of electricity)***

Will the event feature or utilize fireworks/pyrotechnics? ☐ Yes ☐ No

AMPLIFICATION USE

Will your event use amplified devices, microphones, speakers, instruments? ☐ Yes ☐ No

# of Microphones _____ # of Speakers _____ # of Amplifiers _____ Other: _____

Location description of Amplification Devices: _____

_____

*Amplification utilized during the event shall comply with the noise standards set forth in the City of Meridian Municipal Code.

FOOD SALES

Will the event feature food, beverage or merchandise vendors? ☐ Yes ☐ No

Approximate number of food locations: _____

Approximate number of beverage locations: _____

Total Event Fee $_____ Date Paid: _____

CITY OF MERIDIAN TEMPORARY EVENT PERMIT

NOTICE OF PROPOSED CLOSURE

Temporary Use of City Right-of-Way

I (We), _____, will be holding an event on _____

_____ from _____ to _____. I am (We are) asking your consent to

temporarily block off _____ for _____. All block parties must end by 10 p.m.

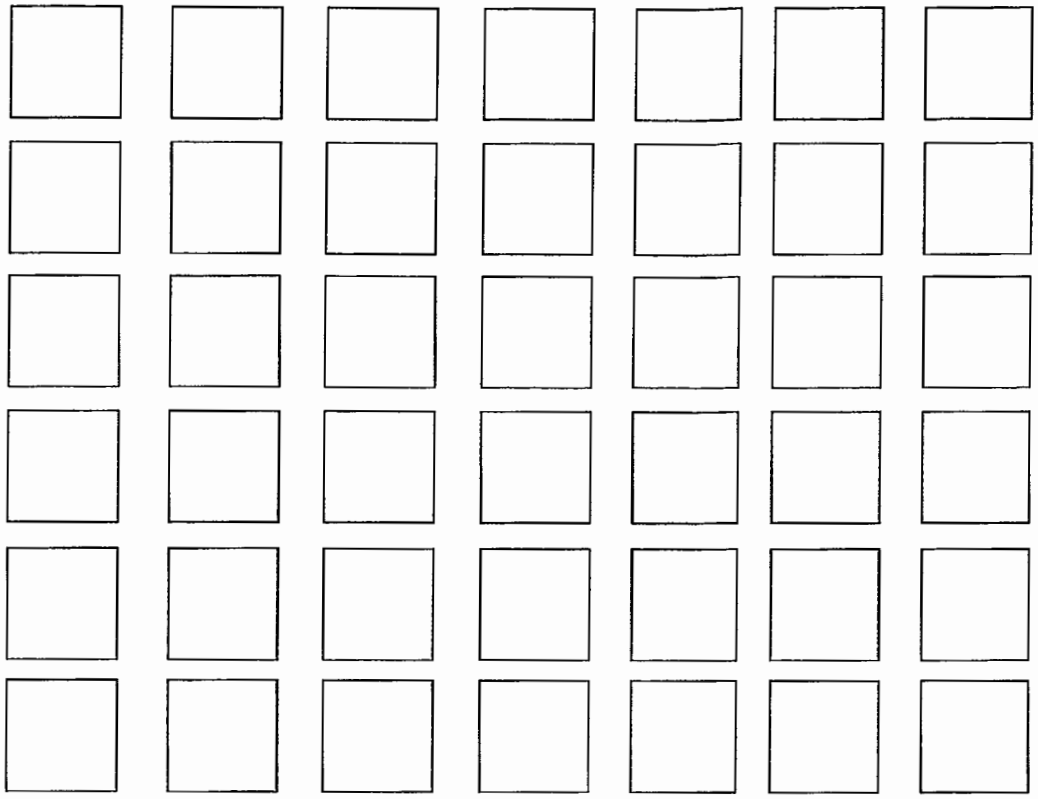
Please print your name, address, indicate owner or occupant of the property and check off either Consent or Object with your signature below.

NAME	Owner or Occupant	ADDRESS	CONSENT	OBJECT	SIGNATURE

***Note: In the event of a cancellation or a change in the dates/blockage times of the event, it will be the responsibility of the applicant to inform the business owner/resident of the change.**

***Note: 70% of signatures needed in order for approval.**

PARADE DIAGRAM (Indicate placement for barricades when applicable)



FOR OFFICIAL USE ONLY—(Do not write below this line)

RECOMMENDATION Approve	Not Approve	REVIEWED BY	SIGNATURE	DATE
☐	☐	Chief of Police		
☐	☐	Fire Chief		
☐	☐	Public Works Director		
☐	☐	Parks & Rec Director		
☐	☐	Risk Manager		

Comment (s): _____

_____

☐ **APPROVED** ☐ **NOT APPROVED**

_____ _____

Chief of Police Date

APPLICATION FEE:
All special events or parades require a $25.00 application fee to cover administrative costs ($50 for residents living outside the City of Meridian). The fee may be waived if the applicant is a non-profit organization and the organization provides a letter which states that the event is non-profit and lists the tax-exempt ID number. A copy of the tax-exempt certificate must also be attached. Application fee for all events is non-refundable.

SUBMIT YOUR COMPLETED SPECIAL EVENT PERMIT APPLICATION TO THE DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS, P.O. Box 1450, 1901 Front Street, Meridian, MS 39302
601.485.1944 | www.meridianms.org

REQUEST TO SELL/SERVE ALCOHOLIC BEVERAGES ON CITY PROPERTY

Date
Organization Name
Address
Phone # (D) (N)
Event
Event Date
Location
State Tax Commission Approval: Yes / No
ID#
Proof of liquor liability insurance provided to City? Yes / No
Event Description/Reason for Request:

☐ **APPROVED** ☐ **NOT APPROVED**

City of Meridian Official

Date