

**City of Ridgeland
Application for
SPECIAL EVENTS PERMIT**

Name of Individual or Business: _____

Type of Event: _____

Location of Proposed Event: _____

Dates of Event: _____ to _____ Hours of Event: _____ to _____

Estimated Size of Crowd: _____

What arrangements will be made for adequate restroom facilities? _____

What arrangements will be made for clean-up at completion of the event? _____

You must do the following before your application will be considered:

1. You must present to the Chief of Police or his designee your plan for parking and traffic control. You must state in this plan whether or not police or private security personnel will be needed to direct and handle traffic and parking.
2. If the event is to have outdoor music, a written statement will be required from the applicant stating that the applicant will comply with the noise ordinance of the City of Ridgeland, MS. An Application to Play On Premises Music should be obtained from the Chief of Police or his designee.
3. If there is a need for Police Department and/or Public Works Department personnel to work in controlling the special event, the applicant will agree in writing to pay this cost.
4. The applicant may be required to post a bond in the minimum amount of One Thousand Dollars (\$1,000.00) with the City Clerk. This is to insure that the event area is immediately cleaned up after its conclusion, and any City employee who works overtime as a result of the special event will be compensated from the bond proceeds.
5. Submit the above application and information to the City Clerk with a non-refundable filing fee of one hundred dollars (\$100.00).