

# CITY OF HELEN SPECIAL EVENT PERMIT

**Applicant Name:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_

**Not-for-profit Organization sponsoring event:** \_\_\_\_\_

**Proposed Date(s):** \_\_\_\_\_

**Will a City and State Alcohol Special Event Permit be applied for?** \_\_\_\_\_yes \_\_\_\_\_no

**PDRB Approval Hearing Date:** \_\_\_\_\_

### **Applicable Fees:**

Application Fee - \$50.00

Parade Fee (City Streets) - \$25.00

Parade Fee (DOT Highway) - \$75.00

Signage Fee - \$25.00

Total Fees: \_\_\_\_\_

**PDRB Chairperson:** \_\_\_\_\_

**Police Department:** \_\_\_\_\_

**Fire Department:** \_\_\_\_\_

**Building Department:** \_\_\_\_\_

**This permit is only valid after all fees are paid in full, and all departments have signed off/approved the event.**

**Events must be submitted no less than 2 months prior to the proposed event dates.**