

CITY OF TUPELO  
SPECIAL (TEMPORARY) OUTDOOR EVENT PERMIT



PHONE: 662.841.6520

FAX: 662.841.6550

EVENT NAME: \_\_\_\_\_

LOCATION ADDRESS: \_\_\_\_\_

OFFICIAL EVENT DATE: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

TIME: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_  
(Public Festival, Private Party Or Wedding Etc...)

**EVENT CONTACT** (Person responsible for conduct of all participant and guests on the premises)

NAME: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
CELL PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SITE MANAGER** (Must be present on the premises for the duration of the event. Provide all names and information of responsible parties and schedules, if different individuals will be working at different times. Provide cell phone numbers. May attach separate sheet.)

NAME: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
CELL PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**HEAD OF SECURITY:**

NAME: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
CELL PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Number of security guards: \_\_\_\_\_  
Location of security command center: \_\_\_\_\_  
Means of contact between safety and security guards: \_\_\_\_\_  
First Aid provided: \_\_\_\_\_  
Location of First Aid stations: \_\_\_\_\_

**EVENT DETAILS:** (Attach additional pages as needed.)

1. Will sound amplification equipment be used?

If yes, location, time and duration? \_\_\_\_\_

**2. Will alcohol be served?**

If yes, attach a copy of temporary permits from MS Department of Revenue.  
For profit events require a caterer or vendor licensed to serve type of alcohol to be served.  
Provide name and license information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Will tents be used?** Provide information on type of tents to be used and location. (Call Mississippi One Call for location of underground utility lines for placement of stakes for tents. Any damages to underground water lines or utilities are the responsibility of the event.)

\_\_\_\_\_  
\_\_\_\_\_

**4. What are the active dates of the event?**

When do you want to start setting up equipment and closing streets?  
When are you going to take down equipment and clean the site?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. What City or other services will be requested?**

Traffic control, barricades, security, etc.  
Attach a detailed description of garbage management and disposal.

\_\_\_\_\_  
\_\_\_\_\_

**6. A parade "street closing" permit from the Police Department is required to close all streets.**

Attach a copy of the parade permit. Contact Tupelo Police Department Chief's office.  
Attach a detailed list of street closings and when they are to be closed. **Provide a copy of this list to each business affected by the closing within two weeks of the event.**

\_\_\_\_\_  
\_\_\_\_\_

**7. A Temporary Business License (known as a Transient Vendor's License) may be required if this is a for profit event.** Please check with the Tupelo City Clerk's office.  
Provide copy of Transient Vendors License if required.

\_\_\_\_\_  
\_\_\_\_\_

**8. Attach a copy of 501 (c) (3) Documentation if the sponsoring agency is listed as a non-profit.**

\_\_\_\_\_  
\_\_\_\_\_

**PROVIDE A DETAILED SITE PLAN SHOWING THE FOLLOWING:**

1. Streets To Be Closed Including Placement Of Barricades.
2. Public Access Areas
3. Parking
4. Location Of Command Center
5. Location Of Tents
6. Location Of Emergency Services
7. Restroom Access
8. Location Of Trash Receptacles
9. Location Of Entertainment Staging Area.

I hereby certify that I have read and examined the application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of event will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or City of Tupelo laws. The property owner who leases the property for an event shall comply with all state laws and local codes that govern the operation of the event. The City may hold the property owner and / or a lessee liable for a violation of this ordinance and / or for a violation of any state law or local code governing the operation of the event.

DATE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

(Required if event is located on Private Property.)

DATE: \_\_\_\_\_

EVENT APPLICANT: \_\_\_\_\_