

City of Buckhannon

Event Request Form

All requests to hold events must be submitted at least 30 to 90 days in advance of event date prior to the next Consolidated Public Works Board meeting in order to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: _____

Type of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Name of Sponsoring Organization: _____

Address: _____

City

State

Zip

Person in Charge of Event: _____ Phone: _____ Cell: _____

Location of Event: _____ If event is a 5K Include City Approved Map- Circle: City Street or WalkTrail

(If yes attach list)

Circle

1. Will any streets be closed? Yes/No
2. Will there be vendors? Yes/No
3. Will there be a first- aid station/ medical staff? Yes/No
4. Is there a parking plan? Yes/No
5. Will there be security? Yes/No

Please list contact information for any additional key staff members.

Office Use

Date Received _____ Date Presented to Board/Council _____

Approved by: _____ Denied: _____ (attach reason for denial)

Will pre-event meeting be required?

Yes/No

(circle attendees)

Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering
Administrator Mayor OEM Director Other: _____

