



**BUSINESS PROMOTION APPLICATION**

**THIS SECTION RESERVED FOR OFFICE OF CITY CLERK**

Application Fee Paid:  \$50      Current Business Tax Receipt (BTR):       Site Plan Reviewed By: \_\_\_\_\_  
Alcohol License Discussed with Applicant:  Yes  N/A      \*MPD Employment Request Form Provided:  Yes  N/A  
Tent Form Provided  Yes  N/A      \*Must be submitted at least 30 days prior to event

**CHECK ALL THAT APPLY**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Alcoholic Beverage Use | <input type="checkbox"/> Banner/Inflatable Sign | <input type="checkbox"/> Food/Food Trucks    |
| <input type="checkbox"/> Sound Amplification    | <input type="checkbox"/> Temporary Electrical   | <input type="checkbox"/> Temporary Restrooms |
| <input type="checkbox"/> Temporary Signs        | <input type="checkbox"/> Temporary Structure    | <input type="checkbox"/> Tent                |

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

Business/Organization: \_\_\_\_\_

Address of Activity: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
(During Business Hours)

Dates of Activity: \_\_\_\_\_

Time Activity Begins: \_\_\_\_\_ Time Activity Ends: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**SIGNATURE**

I, \_\_\_\_\_, certify that the information provided in this application is true and correct.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**REQUIRED ATTACHMENTS: SITE PLAN AND SUBMITTALS**

The site plan may be hand drawn and it must include: north arrow; major streets; location of building and parking; location of all physical equipment related to the event (stage, vendors, booths, tents, banners, inflatable signs, temporary signs, portable toilets, fences, and vehicles); name and number of participating food trucks (if applicable); and location of temporary alcohol sales or distribution.