

Frequently Asked Questions

***Why do I need to fill out a special events application?**

The City of Owensboro realizes the impact that special events have on a community. Our committee wants to ensure that you have the best event possible and have the professional support needed for your special event. We also need to be aware of events going on in our community. It is critical we make our first responders aware of events that draw large crowds in case an emergency arises. Make sure to fill out an application at least **90 days** prior to your event.

***The upgrade for the new event site maps will be so handy. Until those are added, what can I use to make my own map to submit?**

We encourage using Google Earth for an up-to-date picture of the site to submit with your Special Event Application. This map should include the following elements:

- Name of the area you intend to use including surrounding streets
- Overall event area including diagrams of any requested street closures and no parking areas
- Location of all physical equipment placed by event and/or City of Owensboro (stage, tent(s), vendors, portolets, barricades, vehicles, electrical power, fireworks shoot site, etc.)
- Location of temporary alcohol sales (where sales will occur as well as consumption)
- Indicate the 18' wide fire lane clearance of any obstacles inside a street closure
- Any additional details you think are helpful to describe the event.

***I've submitted my application...now what?**

You will receive an email upon submission from our event coordinator with any initial questions about the application as well as a timeline on our committee's process. Feel free to contact the event coordinator with any questions or concerns you may have.

***My event is going to be serving alcohol to attendees. That's ok, right?**

The Commonwealth of Kentucky does not allow the possession and consumption of alcohol in public places. Therefore, in order to serve alcohol at a public event, proper permits and licensing must be obtained.

If alcoholic beverages will be sold or served on *public property* at an event that is open to the public, a temporary license must be obtained from both the Kentucky Department of Alcoholic Beverage Control (ABC) and the City of Owensboro. If alcoholic beverages will be sold or served on *private property* that is open to the public, a temporary license must be obtained by both the Kentucky Department of Alcoholic Beverage Control (ABC) AND the City of Owensboro. For further information regarding alcoholic beverage permits, please see contact information on Page 9 of our "Special Event Planning Packet" on our website. Allow at least **two weeks** when applying for a temporary license.

***This event does not have access to restrooms. What do I do?**

Special events held on publicly owned, leased, or controlled property, including, but not limited to parks, streets, sidewalks are required to have restrooms available for participants, spectators, and event staff. Depending on the location of the event in each application, permanent restrooms could be available. If permanent restrooms are not available or are not determined to be sufficient based on the length of the event and estimated size of the crowd for the event, portable restrooms will be required. It is the responsibility of the event organizer to provide the required number of portable restrooms and hand washing stations based on the recommendation of the Special Events Committee. Delivery and pickup times of portable restrooms must be approved by the Special Events Committee. There are several area companies that offer this service.

***My business is holding a 5K. We will need some streets to be shut down for the race. Do I need to request a street closure?**

You don't necessarily need a road closure.

Why not?

Most road races/walks/bike rides do not impact roads for a long period of time. Therefore, many road races do not need a FULL closure. We do want you to work with our department to make the best route possible with minimum cost and the most desirable course for your participants.

However...keep in mind:

If your road race requests a street closure of more than 4 hours, you will be required to abide by the street closure application procedure. All event applications that request the closure of a public right-of-way (street, sidewalk, alley, etc.) must submit a Street Closure Application along with the Special Event Application. Parade, block party, festival, race, etc. are all examples of events that could require a street closure. If any portion of your event requests a street closure in a residential neighborhood, you must also complete and submit the street closure petition. This petition must be signed by the owners of the affected properties inside of the street closure area. If your event requests a street closure of more than 4 hours in a commercial/business area, you must notify the affected businesses at least 60 days prior to the first day of your event.

***Where do I put all the trash from my event?**

A part of event planning that often gets overlooked. As the event organizer, you are responsible for cleaning the permitted special event area. This includes disposing of all waste and trash from the event. When looking at your event site, ensure that there are a sufficient number of trash cans. If there are not, the Special Events Committee will inform you of the required number of toters based on the size of the event. The minimum charge for this service is worth it because of the ease of use and solves any unwanted problem regarding cleanup.

***My event is going to have fireworks. Do I need to fill out a separate application for that?**

Yes you do! Additional applications for block parties, fireworks, noise variance, and street closings must be filled out. These can be found under the "Forms and Documents" section on the Special Events website. Just like the special event application, these can be submitted online or downloaded and submitted.

What about a live band? Separate application for that as well?

You got it. Any event with “amplified sound” will need to submit a noise variance application. These can be found under the “Forms and Documents” section on the Special Events website. Just like the special event application, these can be submitted online or downloaded and submitted.

***I requested some city services for my event. When will I know how much that is going to cost?**

The special events committee holds meetings once a month to review applications. During this process, we take a look at any city services you may have requested. We prepare a cost estimate and will email you with the details after the committee meeting. Upon the applicant’s agreement to pay all associated event costs, the permit process will begin.

***I still have questions. Who do I contact?**

Contact Event Coordinator, Erica Pedley at pedleyeh@owensboro.org or 270-687-8702