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city of Conway

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FAULKNER COUNTY CIRCUIT CLERK

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by

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City of Conway, Arkansas

Ordinance No. O-12-52

AN ORDINANCE ADOPTING AND REQUIRING AN EVENT PERMIT APPLICATION FOR SPECIAL EVENTS TO BE HELD ON CITY OF CONWAY PROPERTY AND UTILIZING CITY PERSONNEL/RESOURCES; AND FOR OTHER PURPOSES

Whereas, the City of Conway needs to have advance notification of events that will take place on city property, and

Whereas, Conway Police Department needs advance planning time to determine staffing needs for special events taking place on city property, and

Whereas, other city departments need advance planning time to determine equipment and personnel needs for special events taking place on city property, and

Whereas, the City of Conway needs documentation of contact information, location, event type, event duration, and event features for special events planned for city property, and

Whereas, there is a need to acquire a refundable deposit to ensure events are held as scheduled.

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY ARKANSAS THAT:

Section 1. The City of Conway, Arkansas Event Permit (attachment A) is hereby adopted and will be required for special events on city property and utilizing city personnel/resources.

Section 2. Permit Application will be returned to the Mayor's office at least 30 days prior to the planned event. Notice of approval will be given at least 15 days prior to event. Application signed by Mayor's office and Conway Police official will constitute a permit.

Section 3. A \$100 refundable deposit will be required at time of application. If the event is held as scheduled, or cancellation notice is given at least 7 days prior to scheduled date of event to the Mayor's office, deposit will be refunded. If event is not held as scheduled, deposit will be forfeited.

Section 4. Events that are held in city parks that do not require additional city personnel or resources are not required to secure this permit.

Section 5. Nothing in this ordinance is intended to limit or impede the first amendment rights of any individual or group.

PASSED this 22nd day of May, 2012.

Attest:

Michael O. Garrett

Michael O. Garrett
City Clerk/Treasurer

Approved:

Tab Townsell

Mayor Tab Townsell



**City of Conway, Arkansas Event
Permit Application**

www.conwayarkansas.gov

501.450.6110

501.450.6145 (f)

Any individual or organization planning to host or produce a festival or event which will be held on City of Conway property and utilize city personnel/resources must complete this application and **return it at least 30 days prior to the event to the Office of the Mayor, 1111 Main Street, Suite 102, Conway, AR 72032 for approval.** Response will be within 15 days. Any misrepresentation in this application or deviation from the final approved specifications and activities described herein may result in the immediate revocation of the approved permit. No application will be processed without the Hold Harmless Clause being signed and without the approval of the owner/operator of any location in which the event will be held.

Event Name: _____

Event Date(s): _____

Event Producer(s): _____

Event Sponsor(s): _____

Primary Contact: _____

(Primary contact is the person who is to be contacted regarding the application or event)

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Day: _____ **Night:** _____

Cell: _____ **Fax:** _____

Email: _____

Secondary Contact: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Day: _____ **Night:** _____

Cell: _____ **Fax:** _____

Email: _____

Event Location: _____

Event Types: Check all that apply:

<input type="checkbox"/>	Not for Profit	<input type="checkbox"/>	Wedding Ceremony	<input type="checkbox"/>	Walk/Run Footrace
<input type="checkbox"/>	For Profit	<input type="checkbox"/>	Wedding Reception	<input type="checkbox"/>	Competition
<input type="checkbox"/>	Public	<input type="checkbox"/>	Meeting/Dinner	<input type="checkbox"/>	Parade
<input type="checkbox"/>	Private	<input type="checkbox"/>	Press Conference	<input type="checkbox"/>	Rally Demonstration
<input type="checkbox"/>	Concert	<input type="checkbox"/>	Auction	<input type="checkbox"/>	Festival
<input type="checkbox"/>	Trade Show/Expo	<input type="checkbox"/>	Block Party	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Movie/TV Production	<input type="checkbox"/>	Bicycle Event	<input type="checkbox"/>	Other _____

Event Description (Further details may be attached) _____

Event Duration	Hours of Operation	Start	End
Starting Date: _____	Day 1	_____	_____
Ending Date: _____	Day 2	_____	_____
	Day 3	_____	_____
Site Preparation			
Starting Date: _____ Time: _____			
Dismantle/Cleanup			
Ending Date: _____ Time: _____			
Total Attendance: _____ Peak Attendance: _____ Peak Time: _____			

Event Features: Check all that apply

<input type="checkbox"/>	Alcoholic Beverages Served	<input type="checkbox"/>	Security Required
<input type="checkbox"/>	Alcoholic Beverages Sold	<input type="checkbox"/>	Street Closings
<input type="checkbox"/>	Carnival Rides	<input type="checkbox"/>	Temporary Electrical Service
<input type="checkbox"/>	Crowd Control Required	<input type="checkbox"/>	Temporary Restrooms
<input type="checkbox"/>	Elevated Noise Levels	<input type="checkbox"/>	Tents
<input type="checkbox"/>	Emergency Medical Services Required	<input type="checkbox"/>	Vendor Booths
<input type="checkbox"/>	Parade/March	<input type="checkbox"/>	Vendor Food
<input type="checkbox"/>	Fireworks	<input type="checkbox"/>	Other _____

Hold Harmless Clause:
The City shall not be liable to user’s employees, agents, invitees, licensee, visitors, or to any other person, for injury to person or damage to property on or about the leased premises caused by the negligence or misconduct of user, its agents, servant or employees, or of any other person entering upon the leased premises under express or implied invitation by user, or caused by the building improvements located on the leased premises becoming out of repair, or caused by leakage of gas, oil, water, smoke, or steam or by electricity emanating from the leased premises. The event producer agrees to indemnify and hold harmless the City from any loss, attorney’s fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time.

- The applicant ensures the compliance with the following:
- The observance of applicable laws and ordinances;
 - Any stipulations or restrictions of the permit;
 - The applicant assumes all liabilities that may arise by street closing and related activity.

Permit applied for and all terms and stipulation agreed to by:

Signature: _____ Date: _____

Event Permit Approval:

Mayor’s Office: _____ Date: _____

Conway Police Department: _____ Date: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	

Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.