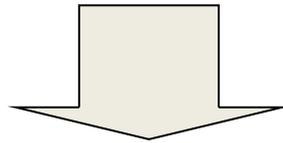
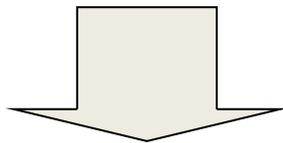


Event Application Process

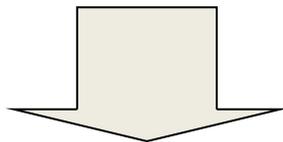
Submit application to City Clerk so that it will be considered by Perry City Council at least **60 days before proposed event**. The Council meets on the first and third Tuesday of each month. Please, submit your completed application **two weeks before the meeting** and attend the meeting if possible in case the Council has questions or needs additional information that could delay a decision on your application.



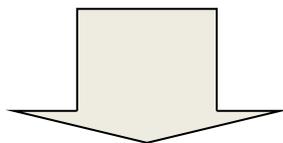
Application is reviewed by Police, Fire and Emergency Services, Public Works and any other affected departments. Those departments submit their recommendation whether to approve, approve with conditions, deny to the City Council.



City Clerk will notify you of Council's decision as soon as possible after the meeting. If your event is approved, City Clerk will coordinate with staff to provide support as approved by the City Council.



Provide required event liability insurance (and alcohol liability insurance if relevant) certificates naming City of Perry as additional insured to City Clerk at least **30 days** before the event. Please, make sure the City Clerk has current contact information for you and other event organization staff; City Clerk will provide you with contact information for City staff providing support services for your event.



Authorization to host the event and City support services will be cancelled for failure to follow required City procedures as outlined in the City of Perry Special Events Procedures or for cancellation of event liability insurance (and alcohol liability insurance if relevant) policies prior to event.