

## SPECIAL EVENTS REQUEST FORM

**When form is completed, please submit to:**

**Denton Police Department  
100 N. Third St. Denton, MD. 21629  
410-479-1414 fax: 410-479-4930**

**Forms due: 60 days before event**

*If event is less than 60 days away, please call Denton Police Dept. (410)-479-1414*

Title of Event _____	Date of Event _____	Time of Event _____
Location of Event _____ Description of Event: _____		

Sponsor _____ Mailing Address _____ Phone _____	Contact Person (on site during event) _____ Phone (cell, preferably) _____ _____	Liability Insurance Information (if applicable) Insurance Provider _____ Policy Number _____ Phone _____ (Attach Proof of Insurance)
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Please inform us on your measures to handle the following. If you need assistance from the town services, please indicate below.

Anticipated Draw \_\_\_\_\_ Restroom Facilities \_\_\_\_\_

Trash Arrangements \_\_\_\_\_

Parking (may use map on back of form) \_\_\_\_\_

Lighting Arrangements (if in evening) \_\_\_\_\_

Traffic Control (use map on back) \_\_\_\_\_

Emergency Service (First Aid)  
\_\_\_\_\_

Signage Proposed (including off site) \_\_\_\_\_

*\*Please be advised there may be a cost associated with the use of town services*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Alcohol

Please check box if alcohol is to be served on site.

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Check if alcohol is approved by Board of licensed Commissioners.

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Acknowledgment Signatures

Denton Police Department

\_\_\_\_\_

Denton Public Works

\_\_\_\_\_

Town Administrator

\_\_\_\_\_

Main Street Manager

# Downtown Denton

