



REQUEST FOR EVENT SCHEDULED ON THE SQUARE

EVENT TITLE: _____

CONTACT NAME: _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

EVENT LOCATION: (check answer where required)

ENTIRE SQUARE: (Yes) (No)

SIDE OF SQUARE: (Yes) (No)

IF ONLY USING ONE SIDE OF SQUARE, STATE LOCATION REQUESTED: _____

EVENT DATE: _____ **START TIME:** _____ **END TIME:** _____

***REQUESTER MUST OBTAIN PERMIT AT THE POLICE DEPT TO BLOCK OFF SQUARE**

DATE FOR EVENT CONFIRMED WITH BOTH COUNTY AND CITY: (Yes) (No)

IS LAW ENFORCEMENT PRESENTS REQUESTED AT THE EVENT: (Yes) (No)

IF SO, WAS LAW ENFORCEMENT CONTACTED: (Yes) (No)

WOULD YOU LIKE TO HAVE COURTHOUSE OPEN: (Yes) (No)

THERE WILL BE A FEE CHARGED IF COURTHOUSE IS REQUESTED TO BE OPEN. ALL EVENTS SHOULD BE COORDINATED THROUGH NANCY HOUCHEMS AT THE OFFICE OF THE BARREN COUNTY JUDGE EXECUTIVE. IF A GROUP OR INDIVIDUAL WISHES TO USE THE COURTHOUSE FACILITIES, A FEE OF \$450.00 WILL BE CHARGED FOR MAINTENANCE, CLEANING AND SECURITY. IF THE ONLY ACCESS REQUIRED IS TO THE SOUND SYSTEM, THE FEE WILL BE \$200.00 FOR SECURITY PERSONNEL. THIS FEE WILL BE NON-REFUNDABLE AND PAYABLE TO THE BARREN COUNTY TREASURER. PAYMENT IS REQUIRED PRIOR TO THE TIME OF THE EVENT.

REASON FOR REQUESTING THE COURTHOUSE TO BE OPENED:

(FOR RESTROOM FACILITIES ONLY) (FOR PA SYSTEM ONLY) (BOTH)

WILL YOU NEED GARBAGE CANS FOR THE EVENT: (Yes) (No)

DEPENDING ON THE EVENT, GARBAGE CANS MAY BE OBTAINED BY CALLING JOHN GARRETT AT THE LANDFILL, 270-678-4302. CANS WILL BE BROUGHT TO THE SQUARE PRIOR TO THE EVENT AND PICKED UP AFTER THE EVENT. YOU ARE REQUESTED TO REMOVE ALL EQUIPMENT AND ALL TRASH IS TO BE PUT IN GARBAGE CANS AT THE END OF THE EVENT.