



# CITY OF FRANKFORT

A graphic featuring a road closure barrier with a tan and white striped pattern. The barrier is set against a background of a residential street with houses and trees. A colorful, abstract logo consisting of several overlapping geometric shapes in red, yellow, green, and blue is positioned above the barrier. The text "FRANKFORT KENTUCKY DISTILLED" is printed on the top section of the barrier. Below the barrier, the word "SPECIAL" is written in a large, black, sans-serif font, followed by the word "EVENTS" in a much larger, bold, black, sans-serif font. At the bottom of the graphic, the words "ROAD CLOSURE APPLICATION" are written in a black, sans-serif font.

FRANKFORT  
KENTUCKY DISTILLED

SPECIAL  
**EVENTS**

ROAD CLOSURE APPLICATION

[FRANKFORT.KY.GOV](http://FRANKFORT.KY.GOV)

# CITY OF FRANKFORT SPECIAL EVENTS

The City of Frankfort takes pride in the quality and safety of the special events that are hosted each year in the City. The City of Frankfort appreciates the cooperation of event organizers in ensuring the safety and success of all community events.

It is the policy of the City of Frankfort not to discriminate on the basis of race, sex, color, national origin, religion, age, disability, sexual orientation, familial status or gender identity.

A Special Event Permit is required by any person or group desiring to use any city property or public right-of-way unless these areas are governed by another permit or application process. Special Event Permits are also required for events held on private property that impact the public right-of-way and are open to the public. The ordinances governing Special Events are located in Chapter 71. Sections 71.50 to 71.65 of the City of Frankfort Code of Ordinances.

## **CITY OF FRANKFORT SPECIAL EVENTS CONTACT INFORMATION**

Blair Hecker, Project Specialist, Community Engagement  
BHecker@frankfort.ky.gov

Tommy Russell, Director of Emergency Management  
TRussell@frankfort.ky.gov

City Hall  
315 W Second Street  
502-875-8500

# SPECIAL EVENT PERMIT PROCESS

**Please read all process guidelines prior to submitting a Special Event Permit Application.**

Special events consist of any activity which occurs upon private or public property that will affect the ordinary use of the public property, public streets, rights-of-way, on street parking, or sidewalks. Event applicants may submit applications for one of the following categories of events:

- Festivals
- Parades
- Races
- Street Closures

This application is for a **barricaded street closure permit ONLY**. This permit will apply to **side streets and alleyways ONLY**. Examples of events requiring this permit are private block parties, overflow space for adjacent event venues and other closures for safety reasons. Events with vendors, events open to the public, and events requiring use of main streets need to fill out a full Special Event Permit.

Applications for street closures will be accepted on a rolling basis, beginning January 1 for events proposed during that calendar year. Event date is not reserved until all fees have been received. Events proposed for January will need to contact the City of Frankfort to make arrangements for application filing deadlines.

Applications for street closures must be filed with the City of Frankfort no later than 30 days prior to event date. Applications filed less than 30 days from event date will incur a nonrefundable late fee and will require special permission from the City Manager.

All Barricaded Street Closure Permits are a nonrefundable **\$50 permit fee**. Payments may be made by check or cash to the City of Frankfort.

If event is cancelled due to weather or any other unforeseen reason, fees and may be retained and the event may be re-scheduled within the same calendar year.

All Special Event Permits will be approved and issued by the City Manager's office. The City Manager and/or his/her designee will respond to an application within thirty days of receipt.

Event applicants must be at least 18 years old. If the event is designed to be held by and on behalf of or for a person other than the applicant, applicant must file written communication from person authorizing the applicant to apply on his/ her behalf, and person authorizing must provide picture ID proof that they are 18. The applicant must also provide proof that they are over 18.

Applications will be processed on a first-in-time basis and based on a full and complete submission of necessary information and documentation. This process will be followed in the event that a conflict would arise which would involve more than one group seeking an event during the same time and location.

**The City of Frankfort has established the Special Event Permit Application Process and General Policies for permitted special events. Special events may have a definite impact on the adjacent property owners, businesses, residences and the general community due to the necessary changes in traffic circulation and other circumstances. These types of events also present a potential risk to the City of Frankfort. The City of Frankfort is committed to providing special events that compliment the quality of life and the general function of City government.**

**I have read and understand the Application Process and General Policies for City of Frankfort Special Events.**

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EVENT APPLICANT SIGNATURE

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DATE

# SPECIAL EVENT PERMIT APPLICATION

**EVENT NAME:**

EVENT APPLICANT:

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ADDRESS:

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CITY, STATE, ZIP:

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PHONE:

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EMAIL:

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EVENT DATE(S):

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EVENT START TIME:

EVENT END TIME:

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SET UP DATE & TIME:

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TAKE DOWN DATE & TIME:

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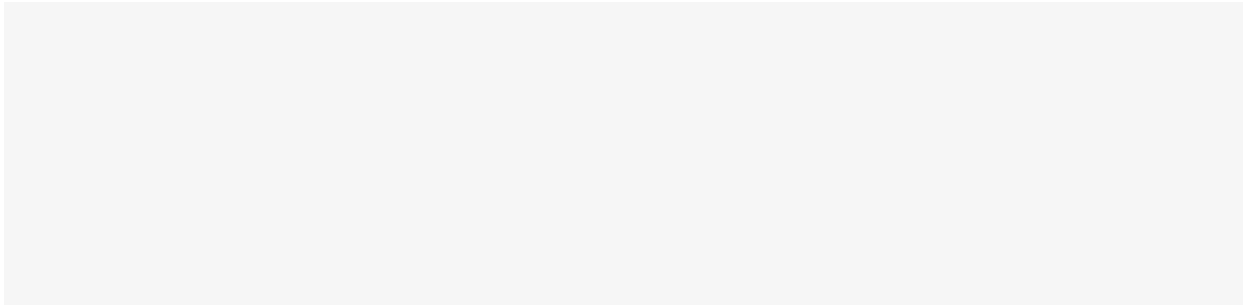
EVENT MAIN CONTACT PERSON & PHONE:

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ON SITE CONTACT PERSON & PHONE:

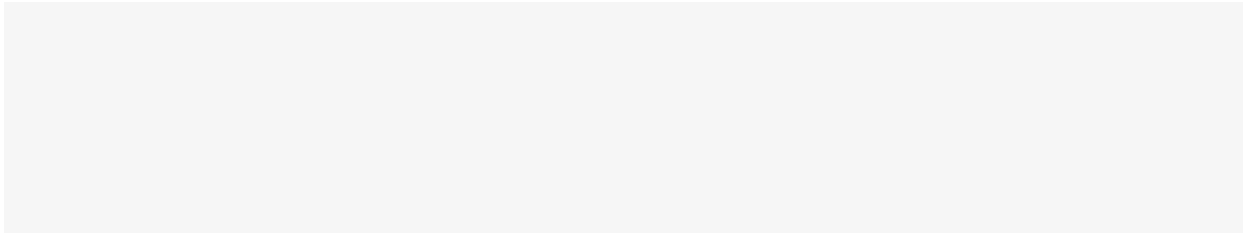
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## **EVENT DESCRIPTION**



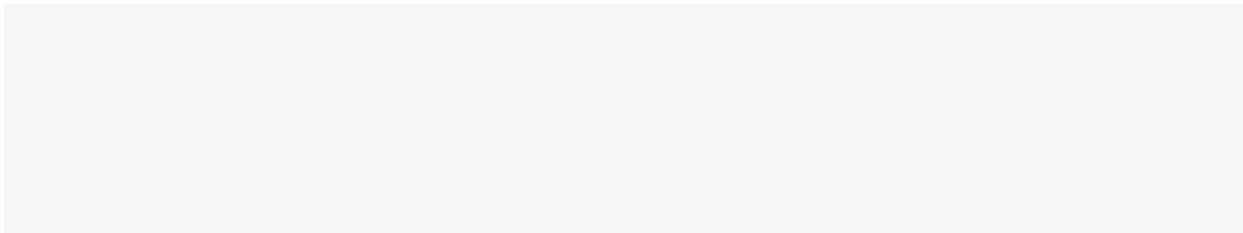
## **SIZE OF EVENT**

ESTIMATE THE NUMBER OF PEOPLE, ANIMALS AND VEHICLES YOU BELIEVE WILL BE PRESENT AT THE EVENT. BASE YOUR ESTIMATE ON FACTORS SUCH AS PAST EXPERIENCE, SIMILAR PAST EVENTS AND THE AMOUNT OF ADVERTISING.



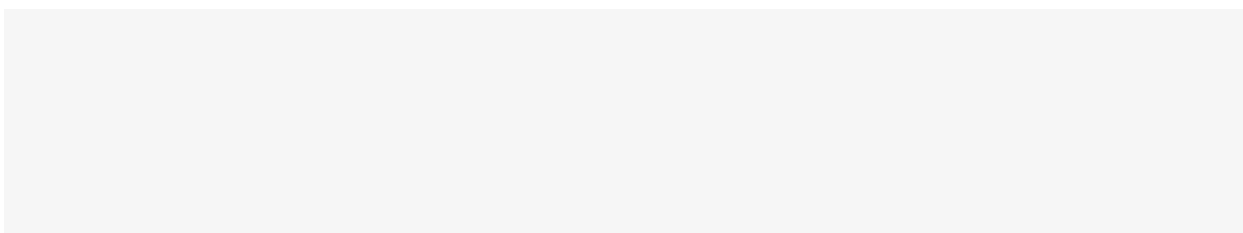
## **TYPES OF ACTIVITIES AT EVENT**

DESCRIBE THE TYPES OF ACTIVITIES AT THE EVENT. CERTAIN ACTIVITIES AND VENUES REQUIRE ADDITIONAL PERMITS OR CITY PERMISSION.



## **STREET CLOSURE**

PLEASE INDICATE THE SIDE STREET OR ALLEYWAY REQUESTED FOR CLOSING. STREET CLOSURES REQUIRE BARRICADES, PLEASE INDICATE AT WHICH INTERSECTIONS BARRICADES WILL BE PLACED.



# SPECIAL EVENT APPLICATION CHECKLIST

- Signed review of Application Policies & General Policies (pg. 3)
- Completed Special Event Application in full
- \$50 Barricaded Street Closure Fee, payable to City of Frankfort