



EXPLANATION OF SPECIAL EVENTS

Thank you for your interest in hosting a special event in the City of Huntington. The City recognizes that special events serve an important role in celebrating life in Huntington.

SPECIAL EVENTS PERMIT PROCESS OF PUBLIC PARKS

The Greater Huntington Park and Recreations District oversees permitting of events held in any of the City parks. Please contact GHP&R at 304-696-5954.

SPECIAL EVENTS PERMIT PROCESS FOR CITY STREETS, ROADWAYS AND ALLEYS

The City of Huntington requires an Event Application and Hold Harmless Agreement be filled out for request such as street closures. Also required is liability insurance listing the City of Huntington as an **additional insured** on the declaration page. We require all applications be filled out and returned **no later than 30 days prior** to the date of the event. The Mayor may approve or deny any application. You will receive an email confirmation once your application is approved.

COST OF EVENT PERMITS

Special event permit applications are **free**, but need to be received in our office **30 or more days prior** to the event. This advance notice is required to allow sufficient time to schedule services involving HPD and Public Works, and to ensure there are no conflicting events scheduled on the date selected by the organizer.

COST OF BEER PERMITS

Beer Permit applications are \$100 and must be applied for **30 or more days prior** to the event. **All fees must be paid and all paperwork (Beer Permit Application, Hold Harmless, Map Sketch and Liability Insurance) obtained and presented to Mayor's office before the Beer Permit and Letter of Support is issued.** The liability insurance **must** name the City of Huntington as an additional insured, as well as, **the event host liquor license must be clearly listed on, or added to,** the required liability insurance.

All completed and signed applications and all required attachments should be submitted to Amy Gwinn in the Mayor's office or at gwinna@huntingtonwv.gov. If you have any questions or need information regarding fee structure associated with an event, please contact Amy in the Mayor's office at 304-696-5540 ext. 2028.

Thank you!