



THE CITY OF
OXFORD

Event Permit Application

This is the application to lease property for a gathering of forty (40) or more people at which beer, light wine, or other alcoholic beverages will be consumed, "An Event".

Application must be submitted at least five (5) working days prior to the event, NO EXCEPTIONS! Payment is due at the time the application is submitted.

Turn all requests in to the City Clerk's office in City Hall.

I. Property Owner Information:

Name: _____

Phone Number: _____ E-mail Address: _____

Address: _____

_____ \ _____ \ _____

(City)

(State)

(Zip Code)

Have you ever applied for an "Event Permit" before?

- Yes, permit granted.
- Yes, permit denied.
- No, this is my first application.

II. Address of Property to be Leased:

III. Lessee Information:

Name: _____

Phone Number: _____ E-mail Address: _____

Address: _____

_____ \ _____ \ _____

(City)

(State)

(Zip Code)

Have you ever applied for an "Event Permit" before?

- Yes, permit granted.
- Yes, permit denied.
- No, this is my first application.

IV. Event Information:

Date: _____ Start Time: _____ End Time: _____

Type of Event: _____

Type of Entertainment: _____

Number of Expected Guests: _____

The Event will be: Indoors _____ Outdoors _____ Both _____

Will Private Security be Provided at the Event?: Yes _____ No _____

If yes, Contact Name: _____ Phone: _____

V. Application Fee:

The application fee is \$75.00, and it must be paid at the time the application is submitted. If the application is denied, the application fee will be returned.

Fee Paid By:

Cash _____ Check _____ Money Order _____ Credit Card _____

Date Paid: _____ Receipt #: _____

VI. Signatures:

Both the property owner and the lessee must sign this application. The City of Oxford may hold either the property owner and/or the lessee liable for the violation of the "Event Permit Ordinance" or for the violation of any ordinance or state law governing establishments operating under an on-premise retailers' permit issued by the Alcoholic Beverage Control Division of the Mississippi Department of Revenue. A copy of the "Event Permit Ordinance" will be provided to you upon request.

By signing, you agree that the information above is true and correct to the best of your knowledge. You also agree to abide by the "Event Permit Ordinance" and all other applicable ordinances.

Property Owner Signature Date

Lessee Signature Date

Approved By: Chief of Police, Oxford Police Department Date