

 <p><b>US Army Corps of Engineers</b>®</p>	<p><b>ATTACHMENT J</b></p> <p>Special Event Application Form, Permit and Assessment of <b>Fees</b></p> <p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
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**SPECIAL EVENT APPLICATION**  
**U.S. Army Corps of Engineers**

Please provide the following application information necessary to process your request (attach additional pages if necessary):

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Specific Location: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Number of additional people (spectators, visitors, volunteers): \_\_\_\_\_

Number of vehicles: \_\_\_\_\_

Number of vessels: \_\_\_\_\_

1. Are fees or donations to be collected from the public or participants? If "yes," what are the amounts and for what purpose will they be assessed? What are the expected gross revenues? For what purpose will the collected funds be used?
  
2. Will the event involve vendors? If "yes," list each individually.
  
3. How will access to and from the event area be controlled and non-participating vehicle and boat traffic be directed around or through the event area?
  
4. Will restricted access to the event be required? If "yes," what circumstances or conditions of the event require that access be restricted?

5. What are the time requirements for set-up and take-down for the event?
6. Will first-aid stations, ambulances, safety vessels, or other safety measures be required? If “yes,” what measures will be taken to provide the needed services and equipment?
7. Will support equipments (i.e., buoys, temporary course markers, bleachers or traffic control devices) be required? If “yes,” list the equipment and when they will be set up and taken down.
8. Will there be any storage requirements needed prior to or following the event?
9. Are permits from other governmental agencies required? If “yes,” list agencies and type of permits.
10. Will security measures be required for crowd or traffic control? If “yes,” what measures will be taken to ensure adequate public safety?
11. The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:

Authority: 5 U.S.C. §552a.

Purpose: To provide a contact in connection with special event activities.

Routine Uses: Special Use Permit is issued under the direction of the U. S. Army Corps of Engineers. The names and addresses of those who obtain the Special Use Permit are not reported, but are kept on file at the project office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by any other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of a Special Use Permit.