



**Payment Terms**  
**Public Event, Special Occasion, and Tournament Park Permits**  
(effective January 1, 2024)

**Applications submitted prior to December 31, for permits occurring March through December of the following year:**

**Deposit amount** = \$500 or 50% of the permit fee whichever is less (deposit is non-refundable)

**Deposit due date** = January 31 (tentative permit will be cancelled if payment is not received by due date)

Payment in full of the permit fee balance and all other permit related fees is due no later than 21 calendar days prior to the permit start date (preliminary permit may be cancelled and/or late fee will be assessed if payment in full is not received by due date).

If tentative permit is cancelled and applicant chooses to reapply, permit dates are not guaranteed and a \$100 administrative fine will be assessed.

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**Applications submitted prior to December 31, for permits occurring January or February of the following year**  
**AND**

**Applications submitted after January 1, for permits occurring during the current year:**

**Deposit amount** = \$500 or 50% of the permit fee whichever is less (deposit is non-refundable)

**Deposit Due Date** = 72 business hours from tentative permit notification (tentative permit will be cancelled if the deposit is not received by due date)

Payment in full of the permit fee balance and all other permit related fees is due no later than 21 calendar days prior to the permit start date (preliminary permit may be cancelled and/or a late fee will be assessed if payment in full is not received by due date).

If tentative permit is cancelled and applicant chooses to reapply, permit dates are not guaranteed and a \$100 administrative fine will be assessed.