



CITY OF QUITMAN EVENT PERMIT

APPLICATION MUST BE MADE WITH AT LEAST ONE SCHEDULED BOARD MEETING BEFORE PLANNED EVENT

- I. PURPOSE OR NAME OF THE EVENT: _____
- II. DATE OF THE EVENT: _____ DAY OF THE WEEK _____
LINEUP: _____ START TIME: _____ END TIME: _____
- III. EVENT CHAIRMAN OR PERSON RESPONSIBLE FOR IT'S CONDUCT:
NAME: _____
PHYSICAL ADDRESS: _____
CELL PHONE NUMBER: _____ EMAIL: _____
NAME OF ORGANIZATION REPRESENTED: _____

ADDITIONAL INFORMATION

1. Are you requesting any special assistance from the City of Quitman? YES NO
If yes, please list your special requests: _____

2. Are you requesting to have any city streets blocked off for your event? YES NO
If yes, which streets? _____

3. Are you requesting to have access to any other City property? YES NO
If yes, where? _____

4. Are you bringing in a stage? YES NO
If yes, where will the stage be placed? _____
5. Are you bringing in equipment? YES NO
If yes, what type of equipment? _____
If yes, where will the equipment be placed? _____
6. Will you have merchandise, food, or beverage vendors? YES NO If yes, how many? _____
If yes, where will they be located?: _____
7. Will there be any live bands at the event? YES NO If yes, how many? _____
If yes, where will they be located? _____
8. How many portable toilets will you be providing? _____
9. Remarks: _____

EVENT REQUIREMENTS

1. The City of Quitman complies with Miss. Code Ann. Section 27-65-27, as amended concerning the collection of sales tax revenue from vendors at promoted events.
 - The owner, promoter, or operator of the event must contact the Mississippi Department of Revenue, Meridian District Office located at 900A Highway 19 South; Meridian, MS or by phone at (601) 483-2273 to receive and complete a “Promoted Event Application.” The Mississippi Department of Revenue states that the processing of your application will take several weeks.
 - The City Clerk’s Office must receive and have on file, a copy of the state issued permit before **Final Approval** can be granted by the Mayor.
 - The owner, promoter, or operator of the event is the seller and is responsible for collecting and remitting the sales tax collected from all vendors.

2. The City of Quitman will recognize the beginning of a parade as being led by a CITY police vehicle through the parade route and shall conclude with the final participant being a CITY police vehicle. During the closure of the street or highway, for the purposes of the “parade”, as specified in the application, the CITY may allow, within the boundaries of the “parade”, off-road vehicles, ATVs, and golf carts. Every Vehicle that participates in the parade, weather street legal or not shall be operated by a licensed driver and be operated within the laws of the road in a safe manner. Every non street legal vehicle such as golf carts, off-road vehicles or ATV’s shall be transported to the parade route via a trailer and at the end of the route shall be loaded for transport to its housing place via trailer. Any participant not abiding by these rules will be removed from the parade and banned from future parade participation.

3. Upon immediate conclusion of the “parade” The City of Quitman shall require all participants to comply with Mississippi Law concerning the operation of off-road vehicles and golf carts:
 - Miss. Code Ann. Section 63-31-3, as amended, prohibits the operation of off-road vehicles on a public road or highway in the state of Mississippi.
 - Miss. Code Ann. Section 63-15-3, as amended, defines “Highway” as the entire width between property lines of any road, street, way, thoroughfare, or bridge in the State of Mississippi not privately owned or controlled.

4. No alcoholic beverages allowed.
 - The City of Quitman Ordinance Number 375, Section 15 states: “It shall be unlawful for any person to have in his possession or to consume any alcoholic beverage and beer in the City Hall, municipal buildings, public school buildings, stadiums, any public playgrounds or public parks or clubhouses situated therein, or any fire station, or any other public grounds, buildings, parts, and places owned, maintained, and operated directly by the city.”

5. The Event Chairman or other person leading or heading such activity shall be held responsible for the cleanup of city property at the conclusion of the event.

6. The Event Chairman or other person leading or heading such activity shall carry the City of Quitman Event Permit upon his or her person during the conduct of the event.

TENTATIVE APPROVAL: YES NO

FINAL APPROVAL: YES NO

Chris Reeves, Mayor
City of Quitman, Mississippi
Date: _____

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City of Quitman, Mississippi
Date: _____

NOTES:

Copies Distributed To:

- Mayor
- City Clerk
- Street Superintendent
- Chief of Police
- Director of Emergency Management, Clarke County

Revised 8/2025 by Board approval