

Date received: _____/_____/_____

EVENT PERMIT

Application for Street/Sidewalk and/or Park/Parking Lot Closures for Parades, Special Events, Construction, etc.

(Request Must Be submitted to Engineering, 631 Perry Street, Defiance, OH 43512 at least Fourteen (14) Working Days Prior to Date of Event)



1. **Name of Organization and Contact person** requesting street/sidewalk (area) closing:

2. Address: _____ Phone number: (_____) _____ - _____
Fax: (_____) _____ - _____ Email: _____
3. **DATE(s)** of street/sidewalk (area) closing or parade: _____
4. Approx. **HOURS** of street/sidewalk closing or parade: **Begin:** ____:____ am/pm **End:** ____:____ am/pm
5. Street/sidewalk (area) being closed: _____
6. Nature and purpose of street/sidewalk (area) closing or parade and approximate number of participants:

7. Equipment to be used (*large machinery*): _____
8. Will traffic control **be needed**? Yes No **OR be provided**? Yes No
Number of volunteers sufficient for crowd/ traffic control for liability: _____
9. Will bands be used? Yes **If yes**, approximate number: _____ No
10. Explain route of parade (*if applicable*) and provide map: _____

11. Will vehicles be used in parade? Yes No **If yes**, list type and number of vehicles:

12. Will animals be used in the parade? Yes No
a. **If yes**, what type and approximate number: _____
b. **If yes**, will provisions be made to clean up offal left by the animals? Yes No
13. Will additional parking spaces be required for vehicles not in the parade? Yes No
If yes, Location of spaces needed: _____
14. Are you carrying liability insurance on the event? Yes, Amount: \$ _____ No
15. Has any other Agency been notified (*i.e.-Fire Department, County Engineer, ODOT*)? Please specify Organization & Contact Person: _____

APPROVED BY:

(CITY ENGINEER)

(DATE)

(SERVICE DIRECTOR)

(DATE)

(CITY ADMINISTRATOR)

(DATE)

(POLICE CHIEF)

(DATE)

***The City of Defiance reserves the right to reject and/or amend any permit issued.**

cc: Defiance Fire Chief DDVB Defiance Public Schools

Revised 10-17-17