



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: A. Be needed? Yes _____ No _____ B. Be provided? Yes _____ No _____
Number of volunteers sufficient for crowd and traffic control for liability: _____
9. Will bands be used? Yes _____ No _____ If yes, approximate number: _____
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 _____
Location of spaces needed: _____
14. Are you carrying liability insurance on the event? Yes _____ No _____ Amount: \$ _____
15. Has any other Agency been notified (i.e.-Fire Department, County Engineer, ODOT)? Please specify
Organization & Contact Person: _____

APPROVED BY:	_____	_____
	(CITY ENGINEER)	(DATE)
APPROVED BY:	_____	_____
	(SERVICE DIRECTOR)	(DATE)
APPROVED BY:	_____	_____
	(CITY ADMINISTRATOR)	(DATE)
APPROVED BY:	_____	_____
	(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