



EVENT PERMIT

Application for Street/Sidewalk and/or Park/Parking Lot Closures for Parades, Special Events, Construction, etc...
(Request Must Be Made Ten (10) Working Days Prior to Date of Event)

Date received _____

1. Name of person or organization requesting street/sidewalk (area) closing: _____
2. Address, phone number, fax and email of person or organization requesting street/sidewalk (area) closing or parade: _____
3. Date(s) of street/sidewalk (area) closing or parade: _____
4. Approx. hours of street/sidewalk closing or parade: Begin: _____ a.m. / p.m. End: _____ a.m. / p.m.
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 _____
9. Will bands be used? Yes _____ No _____ If yes, approximate number: _____
10. Route of parade (if applicable): _____
11. Will vehicles be used in parade? Yes _____ No _____ Route of parade: _____
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 _____
14. Contact person/person in charge and phone number:
Name _____ Phone # _____
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: _____ (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 Director of Services Defiance Fire Chief Defiance Street Department
 Visitors Bureau (DDVB) Defiance Public Schools