



City of Sidney

**PARADE/ASSEMBLAGE/SPECIAL EVENT
PERMIT APPLICATION (Chapter 904)**

Return to: City Hall 201 W. Poplar Street, or email to kegbert@sidneyoh.com

Name of Applicant/Organization: _____
Name of Person filing application (if different): _____
Address of Applicant: _____
Email Address of Applicant: _____
Phone Number of Applicant/Contact Person: Daytime: _____
Evening: _____

EVENT INFORMATION

Date of Event: (Include Day of Week) _____

Start Time: _____ End time: _____

Description of Event: (attach additional sheets if required)

Alcohol Distribution: Yes No
Food Vendor(s): Yes No
Request use of City equipment: Yes No
• Picnic tables QTY: _____
• Trash barrels QTY: _____
• Bleachers QTY: _____
Request to close city street/alley: Yes No

**If yes, provide another sheet of paper with signatures from property/business owners, including street addresses, along the proposed closure to indicate their awareness of the requested closure.*

Request use of City personnel: Yes No

Description of services/personnel requested _____

Entrance Fee Charged: Yes \$ _____ No

Is event compliant with Ohio Fire Code? Yes No

**If no or unknown, please contact the Sidney Fire Prevention Division at 937.498.2346*

Other: _____

Where will the parade form (if applicable):

Attach a copy of a map depicting the routing of your parade (if applicable). The map should show traffic control plan that has been reviewed with the Sidney Police Department.

If required, attach copy of current certificate of insurance, binder, or letter from an insurance agent indicating required level of general liability coverage. The certificate of insurance shall include the following language: *The City of Sidney, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. Coverage shall be primary to the additional insureds and not contributing with any other insurance or similar protection available to the additional insured whether other available coverage be primary, contributing or excess.*

If applicable, attach evidence, such as a letter, to indicate that Applicant has permission to apply for the permit on behalf of the indicated organization.

Attach evidence, such as a letter, to indicate that Applicant has the owner's permission to occupy private property under those circumstances where all or part of the event will take place on private property not under the control of the Applicant.

If animals will be involved in parade, please note in Description of Event section the type and approximate number of animals. Applicant will be responsible for cleaning up after animals!

Include a description of any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the event or parade.

No permit shall be granted that allows for the erection or placement of any structure, whether permanent or temporary, on a city street, sidewalk, or right-of-way without the express consent and authorization of the City Manager or his/her designee.

CERTIFICATION

I, _____ the undersigned do hereby certify to the City of Sidney that I have reviewed Chapter 904 of the Codified Ordinances governing Parade/Public Assemblies/Special Event Permits and agree to comply with it and any further conditions which may be prescribed. I hereby agree to take all necessary actions to protect the general public and event participants. Further, my organization and I agree to indemnify, hold harmless and defend the City of Sidney and its officers, employees, agents and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions that may result from the conduct of the event and the issuance of this permit. The appropriate officials from my organization have authorized the submittal of this application.

Signature of Applicant:

Witness:

(Type or Print Name)

Date: _____

The Chairman must carry/keep this permit with them while the event is taking place.

For completion by City staff:

Reviewed by	Signatures
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Public Works Director: _____

Police Chief: _____

Fire Chief: _____

Street Manager: _____

Parks & Recreation Director: _____

Finance Officer: _____

City Manager: _____

Law Director: _____

Insurance Certificate suitable: Yes No

CONDITIONS TO APPROVAL:

Please consider providing specifically assigned “Handicap Parking” for visitors.



City of Sidney

PARADE REGULATIONS:

1. Parade participants must keep up with the participant directly in front. No gaps should appear in the parade.
2. Nothing shall be thrown or shot to the crowd by any participant.
3. The parade route submitted on the permit cannot be deviated from without the approval of the Chief of Police or his designee.
4. Violation of these regulations will result in the participants' removal from the parade and could result in future parade permit requests being denied.
5. The parade permit holder is responsible for notifying all participants of these regulations.
6. Any person violating the provisions of any section of Chapter 904 shall, upon conviction, be punished by fine not to exceed one thousand dollars (\$1,000.00) or imprisonment of not more than 180 days, or both.