



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 <input type="checkbox"/>	No <input type="checkbox"/>
Food Vendor(s):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Request use of City equipment:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Picnic tables	QTY: _____	
• Trash barrels	QTY: _____	
• Bleachers	QTY: _____	
Request to close city street/alley:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**If yes, please use the attached Special Event Permit Public Notification of Intent of Closures form to indicate surrounding property owner/occupant 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*

Will this event take place in downtown Sidney? Yes ☐ No ☐

**If yes, please contact Sidney Alive to coordinate event details (937.658.6945 or office@sidneyalive.org) and provide letter of support.*

Other: _____

Where will the parade form (if applicable):

Check box to indicate the applicant has read and acknowledged the following:

- ☐ 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.
- ☐ Attach a copy of a map depicting the setup of your event (if street closures are requested). The map should show that the event layout has been reviewed with the Sidney Fire 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. An additional [Sound Amplification permit](#) may be needed (Chapter 725).
- ☐ 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
Public Works Director:	
Police Chief:	
Fire Chief:	
Street Superintendent:	
Parks & Recreation Director:	
Finance Officer:	
City Manager:	
Law Director:	
Insurance Certificate suitable:	Yes <input type="checkbox"/> No <input type="checkbox"/>

CONDITIONS TO APPROVAL:

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

[illegible]



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.

Special Event Permit Public Notification of Intent of Closures

(Only required if street/alley/sidewalk closure is requested for event)

We, _____ are submitting a Special Event Permit to the City of Sidney for _____ on _____. This permit will also include the closure of the following streets/alleys/sidewalks that will affect your business during the event.

Please list streets/alleys/sidewalk closures and what streets they are between:

Signing this form indicates that you have been informed of the intent of closing streets/alleys/sidewalks near or in front of your business. If you have concerns about the closure, please contact City Clerk Kari Egbert at 937.498.8148 to discuss your concerns within five (5) business days of signing this form.

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