

## City of Wahoo APPLICATION FOR EVENT PERMIT

An EVENT is a parade, march, ceremony, show, exhibition, pageant or procession of any kind, sponsored run or walk, block party, or any similar display, in or upon city street. Permits are required to be submitted no less than fourteen (14) days before the event.

### ITEMS TO INCULDE WITH APPLICATION

1. Completed and signed form 2. Application Fee 3. Liability Insurance (see back for amounts) 4. Map Indicating Event Location 5. Written Permission from any business/home owners affected by road closure

### RESPONSIBLE ORGANIZATON or PERSON SEEKING TO CONDUCT EVENT

Name of Organization OR Person:

Address:

City & State:

Phone:

If the event is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the event, authorizing the applicant to apply for the permit on his behalf.

### RESPONSIBLE PARTIES

Event Chairperson:

Address:

City & State:

Phone (work, cell, and home):

### EVENT DETAILS

Date of Event: \_\_\_\_\_ Time (include exact start time and approximate termination time): \_\_\_\_\_

Type of Event:

To Be Included on Map: \* Pre-event Staging, Start Location, End Location, Post-Event Staging (indicate all locations used for staging)

Are you requesting street closure? YES NO if so, which streets and for what time frame:

### EVENT PARTICIPANT INFORMATION

Approximate Number of Participants in Event (# of attendees, # of Exhibits, # of animals, # of vehicles):

Are animals involved? YES NO If so, description of animals and plan for handling waste from animals:

Are vehicles involved? YES NO If so, describe vehicles:

### OTHER RELEVANT INFORMATION

Describe any other details that will be helpful in reviewing this application:

I agree to follow by the City of Wahoo Event regulations as per Wahoo Municipal Code and agree to abide by any terms and conditions described below as part of the approval of my permit.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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Permit Fees: Event permits are \$10.00.

requests received between seven and fourteen days before event are assessed a late fee of \$25.00.

Liability Insurance. All applicants shall present a certificate of insurance, covering the City of Wahoo as an additional insured. A statement of pending coverage shall be presented with the application. The certificate may be presented after approval of a permit is given but must be presented prior to the event. If the certificate is not presented, the Chief of Police shall revoke the permit and the event shall be cancelled. The following limits are required:

General Aggregate	\$1,000,000
Bodily Injury/Property Damage	\$1,000,000 each occurrence
Personal Injury Damage	\$1,000,000 each occurrence
Contractual Liability	\$1,000,000 each occurrence
Products Liability & Completed Operations	\$1,000,000 each occurrence
Fire Damage	\$100,000 any one fire
Medical Expense	\$5,000 any one person

----- for office use -----

Date of Event: \_\_\_\_\_ # of days of event: \_\_\_\_\_ # of days for road closure: \_\_\_\_\_

Date Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Insurance: \_\_\_\_\_

**APPROVED**

Terms and Conditions of approval of application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DENIED**

Reason for denial of application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

City Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

EMS or Fire Chief: \_\_\_\_\_

Date: \_\_\_\_\_

Street Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_