



Parade and Events Regulations

Permit Application

Regulations:

1. Parade participants must move at a continuous pace. No gaps should appear in the parade.
2. Nothing shall be thrown to the crowd by any participant.
3. The designated parade route cannot be deviated from without the approval of the Chief of Police or their designee.
4. No paint shall be used to mark the parade or race route. The use of cones or barricades, as directed and installed by the City, shall be used to direct runners at directional changes.
5. The permit holder must notify all participants of these regulations and requirements.
6. Violations of these regulations will result in the participants' removal from the parade or event with the potential for future permit denial.
7. The City will require the payment of personnel costs for the maintenance of public safety by personnel of the City of Wapakoneta Police Department. Any personnel related costs shall be determined by the Department of Public Safety and Service during the permit application review process.
8. A \$1 million certificate of liability insurance, naming the City of Wapakoneta as the certificate holder, is required.

CITY OF WAPAKONETA
Parade and Events Permit Application

Parade/Event Date(s): _____ Begin/End times: _____
Event Name: _____ Sponsor Group: _____
Contact Person(s): _____
(Printed Name) (Signature)
Contact phone #: _____ E-mail: _____
Event type (describe): _____
Event location: _____
Liquor: Served Sold Not applicable to this event

Permit Type Requested:

- Oversized load travel permit (travel route): _____
- Parade (route): _____
- Parking Restrictions (location): _____
- Stationary event (list location): _____
- Street closure (list street(s)): _____
- Other closure (list location(s)): _____

City of Wapakoneta

Personnel Involvement

- Police Department
- Public Works Department
- Other City Personnel (specify Department): _____

Material/Equipment

- Barricades
- Barricade lights
- Parking Cones
- Other City equipment (specify): _____

_____ The permit holder assumes all liability for replacement cost of lost or stolen City property. (initial on line)

Other requests/unusual circumstances: _____

Certificate of Liability Insurance attached: Yes No Pending Not applicable
Liquor permit attached: Yes No Pending Not applicable
Health Department Inspection request: Yes No Pending Not applicable
Fire Department Inspection request: Yes No Pending Not applicable

Notice to applicants:

Placement of all signs, regardless of size or design, shall be prohibited on all City-owned property, including street rights-of-way and throughfares within the City. This prohibition includes light poles, telephone poles, and the like. The City of Wapakoneta's Administration and employees are not responsible for any lost or stolen property or damage to City property during approved permit days/hours.

The City of Wapakoneta reserves the right to cancel use of public right-of-way and/or facilities.

RETURN COMPLETED EVENT PERMIT TO: CITY HALL, 701 PARLETTE COURT or Fax: 419-738-4762

FOR CITY USE ONLY

Special Conditions: _____

APPROVAL:

Steve Henderson, Mayor

Calvin Schneider, Chief of Police

Date of Approval