



# City of Wilmington Event Permit Application

**For All Events, including Parades, Run/Walk/Bike Events, Road Closures, and Lane Restrictions**

New Event Permit

Revised Event Permit

Event Name: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

**TYPE OF EVENT: (Check all that apply)**

- Run/Walk/Bike Event
- Parade using public streets or other right-of-way.
- Request for road closure or lane restriction.

**PUBLIC PARK EVENT-** For events located primarily in a City Park, **DO NOT USE THIS FORM** unless you are also requesting a lane closure. You can obtain a Park Facility Reservation Request through the City of Wilmington Parks Department by calling 937-382-4781 or by visiting [www.wilmingtonoh.org/paks-recreation](http://www.wilmingtonoh.org/paks-recreation).  
**IF YOU ARE REQUESTING A LANE CLOSURE AND A PARK RESERVATION, YOU WILL NEED BOTH FORMS.**

Event Date(s): *for recurring events, list all dates* \_\_\_\_\_

Setup/Start Time: \_\_\_\_\_ End/Teardown Time: \_\_\_\_\_

**DESCRIPTION OF EVENT:** Note any special public safety or city services needs.

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

**ROUTE OR EVENT AREA:** If your event is a parade/run/walk, please describe the route on the attached map **and** describe it in writing below. **IF YOU ARE REQUESTING ROAD CLOSURE OR LANE RESTRICTION YOU MUST LIST EACH ROAD:**

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

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

**Participant Safety is Vital!**

- ◆ Prior to the beginning of a walk or run, it is important that all participants be advised to **obey pedestrian regulations** and **cross only at intersections**.
- ◆ Candy or other items may not be thrown from parade vehicles. Persons walking with a parade vehicle may hand items to viewers.
- ◆ It is the sponsoring organization’s responsibility to clean up debris left over from the event. This would include any material that might fall from floats, animal manure and/or markers or signs along the route. Failure to clean up following the event will result in a \$100 clean-up fee being sent to the person and/or organization named above.

**INSURANCE INFORMATION**

**Insurance:**

If the Sponsor carries commercial general liability insurance, attach a certificate of insurance to this permit. The City of Wilmington may impose additional insurance requirements for events with certain activities including, but not limited to fireworks, parades that include horses or other animals, any type of racing, bounce houses and other inflatables, or distribution or consumption of alcoholic beverages. For such activities or others with a potential for personal injury or property damage, the City reserves the right to require a certificate of insurance or other reasonable evidence of the following: 1) The City of Wilmington, its elected and appointed officials, employees and volunteers must be covered as Additional Insureds under the Sponsor’s commercial general liability coverage with a limit of not less than \$1 million per occurrence; 2) coverage shall be primary and non-contributing as respects the Additional Insureds, and 3) there shall be no exclusions of coverage for the activities identified as high risk (i.e., fireworks, inflatables, etc.).

The Wilmington reserves the right to modify these requirements based on the nature of the risk or other circumstances.

**Hold Harmless:**

The Sponsor shall hold harmless, defend and indemnify the City of Wilmington, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, attorney fees, expenses, damages, judgments, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the Sponsor or any of its employees, agents, subcontractors, volunteers, or invitees arising or growing out of the event, whether by negligence or otherwise.

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**EVENT DETERMINATION**

\_\_\_\_\_ Approved  Disapproved   
 Safety Director Date

\_\_\_\_\_ Approved  Disapproved   
 Mayor/City Administrator Date

**Return to:** Mail: *Mayor’s Office 69 North South Street, Wilmington, Ohio 45177*  
 Email: [mayor@wilmingtonoh.org](mailto:mayor@wilmingtonoh.org)  
 Fax: 937-382-0931

<b>FOR OFFICE USE ONLY</b>			
<b>Distribution List</b>			
<b>Mayor</b>	<b>Service/Safety</b>	<b>Police</b>	<b>Fire</b>
<b>M &amp; R</b>	<b>Requestor</b>	<b>DATE:</b>	

