



CITY OF WILMINGTON

EVENT PERMIT APPLICATION

For events on public property, and event-related road closures/lane restrictions

PUBLIC PARK RENTALS AND MOBILE STAGE RENTALS HAVE SEPARATE FORMS.
ONLY IF YOU ARE REQUESTING A LANE CLOSURE IN ADDITION TO A PARK OR STAGE RENTAL SHOULD YOU FILL OUT THIS FORM.

Please check if you are also submitting either related to the same event:

☐ Public Park Rental ☐ Facilities ☐ Shelter ☐ Mobile Sound Stage Rental

☐ New Event Permit

☐ Revised Event Permit

GENERAL INFORMATION

Event Name		Sponsor	
Main Contact		Phone	
Address of Contact Person		E-mail	

EVENT DETAILS

Type of Event (check all that apply)			
<input type="checkbox"/> Run/Walk/Bike	<input type="checkbox"/> Request for road closure or lane restriction (for an event)		
<input type="checkbox"/> Parade using public streets or other right-of-way	<input type="checkbox"/> Event using public property <u>other than parks</u>		
Event Date(s) and Times (for recurring events, list all dates and times)			<input type="checkbox"/> This is a recurring event
Road Closure/Lane Restriction Start Time		Road Closure/Lane Restriction End Time	
Description of Event (including any special public safety or city services needs and cleanup plan)			
Route or Event Area (if your event is a parade/run/walk and you are requesting road closures or lane restrictions, please describe below <u>and</u> attach a map showing route and requested lane closures/restrictions)			

Please Note: 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 but is not limited to 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 \$250 clean-up fee being sent to the person and/or organization named above.
- The City reserves the right to not approve permits to those whose intended use involves any activity or event that single out, marginalizes, or seeks harm to any group within the community based on some shared characteristic.

***Please initial here to acknowledge that you understand the above rules and regulations: _____

INSURANCE INFORMATION, LIABILITY, AND LEGAL DISCLAIMER

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

The Undersigned represents that:

They have been duly authorized to bind the Sponsor to the City of Wilmington's rules and regulations regarding an event permit. The Sponsor or its designated official has read and fully understands and agrees to be bound by the terms and conditions of the City of Wilmington's rules and regulations as pertains to the event permit. The Sponsor accepts sole responsibility and liability for all damages whatsoever (whether to persons or property) that may in a way arise from the Sponsor's event permit.

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.

SIGNATURE

Signature	
Printed Name	
Date	

Return to: Mail: Mayor's Office 69 North South Street, Wilmington, Ohio 45177

Email: mayor@wilmingtonoh.org

Fax: 937-382-0931

FOR OFFICIAL OFFICE USE ONLY—DISTRIBUTION LIST

Mayor	Service/Safety	Police	Fire
M&R	Requestor	Date Received	Received By

EVENT DETERMINATION SIGNATURES

Safety Director Signature		Mayor/City Administrator Signature	
Date		Date	
Approved	Disapproved	Approved	Disapproved