

CITY OF PERRYSBURG USE OF CITY PROPERTY/RIGHT-OF-WAY

201 W. Indiana Avenue | Perrysburg, OH 43551 | Office 419 872 8010 | [www.ci.perrysburg.oh.us](http://www.ci.perrysburg.oh.us)

Please check what type of permit you are applying for:

Sidewalk Display Permit  Block Party Permit  Parade/Assemblage Permit  Special Park Use Permit

Sidewalk Display & Block Party Permits must be submitted not less than ten (10) days prior to event.  
Parade/Assemblage Permits & Special Park Use Permits must be submitted not less than (45) days prior to event.

Name of Event \_\_\_\_\_

Name of Sponsoring Group/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Best Phone Number \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Park Location (if applicable) \_\_\_\_\_

Starting Location of Event (if applicable) \_\_\_\_\_

Ending Location of Event (if applicable) \_\_\_\_\_

Attach a Map of the Event Location or Parade Route (highlighted). **Only applies to Parade/Assemblage Permit and Sidewalk Display Permit.**

Estimated Number of Participants \_\_\_\_\_ Does event involve the closing of any streets? \_\_\_\_\_ If so, what streets? \_\_\_\_\_

Does event (**Parade/Assemblage Permit Only**) request either of the following? Barricades  Gazebo

Will either of these be part of the event? Music  Alcohol Sales   
(Alcohol sales only apply to Parade/Assemblage Permit)

Any additional information that helps describe the event: \_\_\_\_\_

## USE OF CITY PROPERTY

- The proposed event or use of the park (if applicable) will not unreasonably interfere with or detract from the general public enjoyment of the park.
- The proposed event or use of the park (if applicable) will not unreasonably interfere with or detract from the promotion of public health, welfare, safety, and recreation.
- The proposed event or use is not reasonably anticipated to incite violence, crime, or disorderly conduct.
- The organization shall pay for all City services needed to conduct this event (if applicable, the list will be attached to this permit once approved).
- Any music or entertainment shall cease 15 minutes prior to the end of the event.
- The event location has not been reserved for other use on the day and hour requested in this application.

- The applicant acknowledges this permit may be revoked by the City Administrator at any time.

**The following certifications only apply to the Parade/Assemblage permit (as well as the above certifications):**

- The applicant shall obtain and follow all the laws and rules for a temporary liquor license as dictated by the Ohio Department of Commerce Division of Liquor Control. The F2 or F6 Ohio Department of Commerce Division of Liquor Control permit is attached (if applicable).
- Any and all alcohol sales shall cease 15 minutes prior to the end of the event (if applicable).

**ALL PERMITS MUST PROVIDE PROOF OF INSURANCE WITH A MINIMUM OF \$1,000,000 EACH OCCURRENCE, \$2,000,000 GENERAL AGGREGATE LIABILITY COVERAGE – CERTIFICATE OF LIABILITY INSURANCE MUST BE ATTACHED WITH THE CITY OF PERRYSBURG LISTED AS ADDITIONAL INSURED AND ADDITIONAL INTEREST.**

The Sponsoring Group/Organization for itself and its successors and assignees, agrees to defend, indemnify and hold harmless the City of Perrysburg from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the City of Perrysburg by reason of any damage to property, illness, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, illness, injury, or death, arises out of this activity. The Sponsoring Group/Organization also hereby agrees that all activities of this event will be in full compliance with the Ordinances of the City of Perrysburg (Chapter 412 in particular) and the Laws of the State of Ohio and that all statements made herein are true and correct.

The applicant understands that nothing is to be placed in front of an adjoining property/business (please initial): \_\_\_\_\_

Signature of person in charge of event or sponsor's authorized representative \_\_\_\_\_

Date \_\_\_\_\_

**Submission Information for Sidewalk Display, Block Party, and Parade/Assemblage Permits:**

Email: publicservice@ci.perrysburg.oh.us

Fax: (419) 872-8019

Mail or drop off: City of Perrysburg, City Administrator, 201 W. Indiana Avenue, Perrysburg, OH 43551

**Submission Information for Special Use Park Permit:**

Email: publicservice@ci.perrysburg.oh.us

Fax: (419) 872-8024

Mail or drop off: City of Perrysburg, Department of Public Service, 11980 Roachton Road, Perrysburg, OH 43551

**For Office Use Only**

**After review of this application, we recommend that this permit be:**

_____ Approved	_____ Denied	_____ Chief of Police Signature	_____ Date
_____ Approved	_____ Denied	_____ Director of Public Service Signature	_____ Date
_____ Approved	_____ Denied	_____ Safety Director Signature	_____ Date

**For Office Use Only**

Copies distributed internally and mailed/e-mailed to applicant on: \_\_\_\_\_

Administration    Applicant    Department of Public Service    Fire Division    Police Division

**RECORDS RETENTION: AFTER EVENT IS OVER, KEEP UNTIL NO LONGER OF ADMINISTRATIVE VALUE.**

**CITY OF PERRYSBURG**  
**BLOCK PARTY GUIDELINES**  
Updated October of 2020

1. A Block Party involves the placement of barricades in a City street to prevent regular vehicular access, thereby allowing residents to use the street area for neighborhood party activities.
2. Residents may request permission for one Block Party per year per street.
3. Properties abutting that portion of the street where the Block Party will be held must be primarily residential. Streets that carry significant traffic volumes such as arterial and collector streets will not be considered for a Block Party. Depending on traffic patterns, local streets may not be appropriate for a Block Party if closing the street would cause significant disruption of neighborhood traffic.
4. The street must be open to normal traffic no later than 11:00 p.m.
5. A Block Party must observe the City of Perrysburg Codified Ordinance Section 634.04 MUSICAL INSTRUMENTS; RADIOS; PHONOGRAPHS. (a) No person shall operate or cause or permit to be operated, any musical instrument, radio, phonograph, television, drum, compact disk player, tape player, or other instrument or device capable of producing, amplifying or reproducing, excessive or offensive noise, which annoys or disturbs the peace, quiet, comfort or repose of the neighboring inhabitants, particularly between 9:00 p.m. and 7:00 a.m. of the next day.
6. A Block Party Permit can be requested by calling the Mayor's office at (419)872-8010 or can be found on our website at [www.ci.perrysburg.oh.us](http://www.ci.perrysburg.oh.us).
7. Requests for a Block Party will be accepted on the first working day following January 1 for that calendar year. Requests must be made at least 10 (ten) business days in advance before the date of the Block Party.
8. No alcoholic beverages may be consumed within the limits of the public right-of-way (street/sidewalk). All laws pertaining to alcoholic beverages are still in effect during the Block Party.
9. The contact person is responsible for assuring that all litter is properly disposed of after the Block Party.
10. On the last regular working day before the Block Party, the City Street Division will drop off barricades at the locations requested. Residents are responsible for placing the barricades in the street at the beginning of the Block Party and for removing the barricades after the Block Party. The Street Division will pick up the barricades on the first regular working day after the Block Party.
11. Activities taking place in the street during the Block Party must be portable in nature to allow rapid removal of obstructions in the event emergency vehicles need access to a location along the street within the limits of the Block Party.
12. In planning and conducting a Block Party, residents are asked to accommodate the property access needs of their neighbors to the greatest extent possible.
13. There is no charge from the City of Perrysburg to have a Block Party.