

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

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). **MUST INCLUDE A MAP OF REQUESTED LOCATION – CAN BE A HAND-DRAWN SKETCH OR FROM GOOGLE MAPS.**

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

Check box if requesting barricades **MAP MUST BE ATTACHED SHOWING REQUESTED LOCATION OF BARRICADES.**

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).

SIDEWALK DISPLAY, PARADE/ASSEMBLAGE, AND SPECIAL PARK USE 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, 201 W. INDIANA AVENUE, PERRYSBURG, OHIO 43551 LISTED AS ADDITIONAL INSURED AND CERTIFICATE HOLDER.

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.

Signature of person in charge of event or sponsor’s authorized representative	Date
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Submission Information for Sidewalk Display, Block Party, and Parade/Assemblage Permits:

Email: administrator@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	_____ City Administrator 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.