



City of Wilmington
Event Permit Application
(Revised 1/8/2018)

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

Name of Event: _____ Sponsor: _____

Contact Person: _____

Phone Number: _____ E-mail: _____

Address of Contact Person: _____

TYPE OF EVENT: (Mark all that apply)

_____ Event in a public park (stationary event). Request for exclusive use of public property.

_____ Run/Walk/Bike or similar event on a route where more than 50 people are expected to participate.

_____ Parade using public streets or other right-of-way.

_____ Request for road closure or lane restriction. **(IF CHECKED, EXPLAIN THE ROUTE IN DETAIL AND LIST EACH ROAD/LANE RESTRICTION ON THE "ROUTE OR EVENT AREA" BELOW.)**

PUBLIC PARK EVENT (WITHOUT FIREWORKS): For events located primarily in public park that do not include the use of fireworks or for request for use of park property DO NOT USE THIS FORM. Please obtain a Park Facility Reservation Request through the City of Wilmington Parks Department by calling 937-382-4781 or by visiting www.ci.wilmington.oh.us .

Date(s) of Event: _____ Start/End Time(s): _____

Please highlight the event area or route on a map (attach). Use additional sheets if needed.

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:**

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

Depending on the type of activity that is anticipated at your event, the City of Wilmington may require a certificate of insurance prior to final approval of the event. Activities that would require a certificate of insurance include, but are not limited to; fireworks, parades that include horses, any type of racing or other activity where there is potential for injury. Regardless of the activities you have planned, if your organization carries insurance, attach a copy of the policy to this permit. Your insurance company may fax the certificate of insurance to the mayor's office at 937-382-0931.

If it is determined that an insurance certificate is needed, the following language needs to be included: *"The following are Additional Insureds: The City of Wilmington, Ohio and its elected and appointed officials, all employees agents, volunteers, all boards, commissions and/or authorities and board members, including employees, agents and volunteers thereof. Coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds whether other available coverage be primary, contributing or excess."*

.....

Date Received: _____ Received By: _____

EVENT DETERMINATION

Safety Director Date Approved _____ Disapproved _____

Mayor Date Approved _____ Disapproved _____

Park's Director (if applicable) Date Approved _____ Disapproved _____

Return to: Mail: *Mayor's Office 69 North South Street, Wilmington, Ohio 45177*
Email: mayer@wilmingtonoh.org
Fax: 937-382-0931

OFFICE USE ONLY			
Mayor	Service/Safety	Police	Fire
M &R	Requestor	File Copy	



MAP LEGEND

- State and U.S. Highways
- Major
- City of Wilmington
- Union Township
- Points of Interest
- State Highway Portal
- Post Office
- Secondary Roads
- Blue Path
- Railroads
- Parks
- Cemeteries
- Hospital
- Shopping
- Libraries
- Golf
- Points of Interest

©Hampton Publishing Company • 5131 777-9543
8204 Carver Court, Liberty Township, OH 45044

© Hampton Publishing Co.

Publisher's Note:
The information shown on this map has been prepared by the publisher and is not to be used for any other purpose. Any errors, omissions, or changes in the information shown on this map are the responsibility of the publisher. No part of this map may be reproduced by any means without the written permission of the publisher.