



## EVENT PERMIT APPLICATION

Today's Date: \_\_\_\_\_

### Event information:

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

Event Location: \_\_\_\_\_

Event Purpose: \_\_\_\_\_ Organization: \_\_\_\_\_

Briefly describe the activities planned during your event: \_\_\_\_\_

### Explain your plans for:

Street barricades: \_\_\_\_\_

Electricity: \_\_\_\_\_

Water: \_\_\_\_\_

Food: \_\_\_\_\_

Music: \_\_\_\_\_

Recreational Equipment (tents/play equipment): \_\_\_\_\_

Security: \_\_\_\_\_

Parking: \_\_\_\_\_

Cleanup: \_\_\_\_\_

### On-site contact person (who will be the person in charge):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

I, \_\_\_\_\_, agree to defend, indemnify and hold harmless the Village of Centerburg from any claim, demand, suite, loss, cost of expense, or any damage which may be asserted, claimed, or recovered against or from the Village of Centerburg by reason of any damage of property, personal injury, or death, arises out of this activity.



[www.centerburgoh.org](http://www.centerburgoh.org)

This must be submitted and approved at least 10 days prior to the event date and prior to a Village Council meeting where the event requires street closures or restrictions will be announced.

The applicant shall provide proof of adequate insurance or liability protection for the event.

Law enforcement staffing for the event shall be the responsibility of the applicant.

If applicable, coordination of signage needs is the responsibility of the applicant.

I have read, understand, and agree to abide by the terms of this agreement.

\_\_\_\_\_  
Signature of Responsible Party/Requestor

Date: \_\_\_\_\_

**Reviewed and approved by:**

\_\_\_\_\_  
Signature of Village Administrator

Date: \_\_\_\_\_

