

Special Event Application



Application Date:

Applicant: Age:

Address:

Phone Number:

On Behalf of:
(Organization)

If a corporation, please include information on its principal officers:

Name	Age	Address	Telephone Number
Name	Age	Address	Telephone Number

Event Manager / Responsible Party:

Do any of the above-mentioned individuals have any prior convictions for violating a law regulating any public amusement? Yes No:

If Yes, please state individual's name and describe conviction:

Please provide previous experience and location of any previous public amusements:

Type of Event: Date / Time:

Assembly Area: Starting Point:

Route:

Termination Point: Number of Participants:

Insurance Company: (attach certificate)

The purpose of this application is intended to regulate and control non-vehicular use of streets and for protecting the general welfare and safety of the persons using the streets within the Village of West Salem. It is to be used for events such as processions, parades, runs, walks, bicycle races, marathons, etc. There is a \$50.00 application fee for a Special Event. There may also be additional fees for traffic safety officers. This fee is to be determined by the Police Chief.

DATED this ____ day of _____, 20____
Applicant Signature

FOR OFFICE USE ONLY:

Date application received: _____ Fee Paid: _____ Insurance OK: _____

NOTIFICATION SENT TO THE FOLLOWING:

POLICE DEPT. Date Sent: _____
PUBLIC WORKS Date Sent: _____

Date regarding the granting of this permit by:

(Application date + 15 days or as needed)