



CITY OF SYLVANIA
6730 Monroe St.
Sylvania, Ohio 43560

PARADE, FESTIVAL, EVENT or ASSEMBLY
APPLICATION
[SMC: 311.02, 705.04, 1519.02]

GENERAL EVENT INFORMATION

Name/Title of event: _____

Type of event: parade running-biking assembly other_____

Event location: _____ Number of participants expected: _____

Event Web site: _____

Event date(s): _____ Start time: _____ am/pm End time: _____ am/pm

Rain date(s): _____ Start time: _____ am/pm End time: _____ am/pm

Purpose and Description of Event: _____

APPLICANT INFORMATION

Person, group or organization sponsoring: _____

Address: _____ Phone: () _____

Event contact person: _____

Phone number: () _____

e-mail: _____

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LOGISTICS

Do you request any streets to be closed to traffic for your event? YES NO

Do you require the streets to be closed in advance of the event for “set up” ? YES NO

If YES, Date: _____ and time: _____ am/pm for streets to be closed.

If any street is to be closed, when can the street be reopened?

Date: _____ and time: _____ am/pm

If your event is a parade, list the types of groups that will be in your parade: _____

Will there be any type of alcoholic beverages at your event? YES NO

-If “yes”, do you have or have you applied for an F2 or other required liquor permit?

_____ yes _____ no

-If no explain:

Will there be a band or other amplified music at your event? YES NO

If “yes”, please give details. There are city ordinances restricting the use of amplified music.

Will your event require any equipment, resources or assistance from the city such as barricades, electrical outlets, no parking signage, traffic control, security, assistance with event parking, etc? YES NO

-If “yes”, please describe your requirements in detail:

Are there any other requests or special instructions for your event? Describe in detail: _____

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INCLUDE WITH APPLICATION

- **MAP** Applicant *must* attach a clearly marked map on an 8½ x 11 piece of paper with a drawing of the route/streets/location you are requesting to use.
- **REGISTRATION FORM** If participants will be running, walking, biking or otherwise using any city street you must attach a copy of your Participant Registration Form to this application (parades are exempt). The Participant Registration Form must clearly state..."the course to be used for the event is not a closed course and traffic will be maintained".
- **INSURANCE POLICY OR A CERTIFICATE OF INSURANCE** that includes a minimum liability coverage of \$1,000,000 and the provision that the City of Sylvania is included as an Additional Insured. (May be submitted no less than 20 days prior to event).
- **PRE-EVENT RESIDENT/BUSINESS NOTIFICATION LETTER**
- **APPLICATION FEE**

The applicant hereby agrees to save and hold the City of Sylvania, Ohio harmless from any and all liability or damage growing out of the permitted event.

Your application cannot be considered without this required information. This application must be mailed or brought to the Sylvania Police Records Office. If your event is assessed a Permit Fee you will be notified and your event cannot occur until your Permit Fee is received. If you have any questions, please call the office of the Safety Director at 419-885-8969.

Applicant signature: _____ Date: _____

Address: _____ Phone: (____) _____

e-mail: _____

Revised 1/2024