

## APPLICATION FOR PARADE AND/OR SPECIAL EVENT PERMIT

Mt. Healthy Police Department  
7700 Perry St.  
Mt. Healthy, OH 45231  
(513) 728-3183 / Fax: (513) 354-8002

MHPD



TO BE COMPLETED IN DUPLICATE AND RETURNED SIXTY (60) DAYS PRIOR TO THE EVENT. A CERTIFICATE OF INSURANCE, WITH THE **CITY OF MT. HEALTHY** AS A NAMED OR ADDITIONAL INSURED MUST ACCOMPANY THIS APPLICATION. A COPY OF THIS APPROVED PERMIT MUST BE ON HAND FOR INSPECTION BY CITY OFFICIALS AT THE STARTING TIME OF THE PARADE or SPECIAL EVENT.

### To the Chief of Police or City Manager

I (we) hereby apply for a parade or special event permit as provided by Mt. Healthy Municipal Code Chapter 99.

1. Name of Parade/Special Event: \_\_\_\_\_

2. Parade/Event-Sponsor/Producer: \_\_\_\_\_

3. Contact Person(s) responsible for and authorized to represent this permit on all matters:

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

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

4. Parade/Special Event Information:

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Staging Area: \_\_\_\_\_

Proposed Route: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parade/Special Event will utilize sidewalks ONLY: Yes ☐ No ☐

Nature/Description of Parade/Event: \_\_\_\_\_

\_\_\_\_\_

**ESTIMATED NUMBER:** Pedestrians \_\_\_\_\_ Vehicles \_\_\_\_\_ Animals \_\_\_\_\_ Floats \_\_\_\_\_

*(Non Standard Vehicles, Floats, & Animals – list all information below)*

**Non Standard Vehicles & Floats Into: (List size, weight, description, etc.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Conditions of This Permit:**

1. The permit holder shall be responsible for notifying all residents whose sole route for ingress and egress from their residences is affected by the street closures associated with the event.
2. The permit holder shall be responsible for the cost of any barricades, cones, bike racks, or other traffic control devices deemed necessary by the Police Department for effective traffic control during the event.
3. The permit holder shall, at its expense, secure and keep in force at all times, general liability insurance in the amount of \$500,000 and provide the City with a certificate of insurance naming the City as the Certificate Holder and an additional insured.
4. The laws of the City of Mt. Healthy and State of Ohio must be observed, including but not limited to litter, noise, liquor, and conduct. Special attention should be paid to restrictions during parades outlined in Sections 99.01 through 99.10 of the Mt. Healthy Municipal Code of Ordinances available at <https://codelibrary.amlegal.com/codes/mounthealthy/> located in Title IX: *General Regulations*, Chapter 99: *Parades and Special Events*.
5. The City of Mt. Healthy will be held harmless from any claim for damage that might arise by reason of the issuance of this permit.
6. This permit is valid for the above stated date(s) and time(s) only. A copy of the permit must be in the applicant's possession at the time of the event.

\_\_\_\_\_  
Signature of Applicant/Authorized Person\_\_\_\_\_  
Date Submitted**REVIEW BY THE CITY MANAGER**\_\_\_\_\_  
Policy Number\_\_\_\_\_  
Date of Insurance\_\_\_\_\_  
Name of Insurance Company

I have reviewed the submitted Certificate of Insurance and find that it:

1. Lists the sponsoring group, association, or organization and the **City of Mt. Healthy as a Named or Additional Insured.**
2. Provides liability insurance in the amount of \$500,000 (if applicable, see fee schedule) against all hazards arising from the holding of the parade.

I have reviewed the insurance and hereby: **Approve** \_\_\_\_\_ **Disapprove** \_\_\_\_\_\_\_\_\_\_  
City Manager sign and Date**PERMIT**In accordance with the provision of Chapter 99: *Parades and Special Events* of the Mt. Healthy Code of Ordinances, the City has reviewed this application and hereby:GRANT (\_\_\_\_\_) DENY (\_\_\_\_\_) the issuance of the permit in accordance with the above information and subject to the terms set forth in Mt. Healthy Municipal Code, Chapter 99: *Parades and Special Events*.THIS PERMIT IS APPROVED **CONTINGENT** UPON HIRING: \_\_\_\_\_ POLICE OFFICERS, AND

\_\_\_\_\_ POLICE SUPERVISORS,

FOR THE PARADE/RACE/MARCH/GATHERING DETAIL

\_\_\_\_\_  
CITY MANAGER/CHIEF OF POLICE\_\_\_\_\_  
DATE