

APPLICATION FOR SPECIAL EVENT
PARADES, FESTIVALS, CARNIVALS, PUBLIC ASSEMBLIES,
ETC. City of Kent, 301 S. Depeyster Street, Kent, OH 44240

NAME OF EVENT _____

ORGANIZATION SPONSORING EVENT _____

APPLICANT NAME _____ PHONE _____

ADDRESS _____

NAMES AND PHONE NUMBERS OF ALL PERSONS WHO ARE IN CHARGE AND/OR WILL BE IN A RESPONSIBLE POSITION DURING THE EVENT:

DATE OF EVENT _____ NO. OF PARTICIPANTS _____

REQUESTED PERMIT TIME: Start Set up _____ Start Event _____

End Event _____ End Cleanup _____

IF PARADE: STARTING POINT _____ ENDING POINT _____

USE OF CITY WATER NEEDED? _____

(IF YES, PLEASE EXPLAIN)

USE OF CITY ELECTRIC NEEDED? _____

(IF YES, PLEASE EXPLAIN)

In addition to the application please submit the following information:

- **Attach map to application showing proposed streets to be blocked off for event, and route of parade or race. (May be hand drawn.)**
- **Proof of Insurance is required before permit can be issued.**
- **Please attach list of possible vendors/booths to be part of event (food, retail, etc.).**

Please submit application for permit at least 30 days in advance, but no sooner than one year in advance. For additional requirements please review Chapter 316 of The Codified Ordinance of the City of Kent. Please be advised that the use of marking paint on City pavement, curbs, sidewalks or other property is prohibited except if purchased at cost from Service Department (330-678-8105).

By signing this application, I am certifying that I have received a copy of the rules and regulations of Chapter 316 of the Codified Ordinances of the City of Kent, and I fully understand that should the permit be approved, it can be revoked if any of the provisions of this Chapter are violated.

Name of Applicant Signature of Applicant

Office Use. Do not write below this line. _____ Sent to:

Safety, Service, Fire, Police, and Health Departments for review and approval

via _____ on _____.

MEMORANDUM AGREEMENT _____ YES _____ NO
APPLICATION APPROVED _____ APPLICATION DISAPPROVED _____

PROOF OF INSURANCE REQUIRED BY ORDINANCE 316.04 HAS BEEN REVIEWED AND APPROVED.

Law Director Date

IF APPLICATION IS APPROVED, PERMIT WILL BE ISSUED BY THE CITY MANAGER.