

Date Received _____

Received by _____

PERMIT APPLICATION

This application must be completed and approved by the City Clerk or its designee for anyone to engage in or conduct a parade or public assembly, as defined by city ordinance, in the City of Dalton Gardens. This form must be filed 45 days before the event.

Name of Event: _____ Type of Event: Parade
 Public Assembly Other

Date of Event: _____ Time: _____ to _____

Alternate: _____ Time: _____ to _____

Event Sponsor: _____ Individual Organization E-Mail: _____

Address: _____ Phone: _____ Fax: _____

Person in charge of Event: _____ E-Mail: _____

Address: _____ Phone: _____ Fax: _____

Responsible party for applicable City fees for this event: _____

Has the applicant previously applied for a special event permit? Yes No

If yes, Please provide the following information:

- Number of permit(s) previously applied for _____
- Date of application(s) _____
- Name of event(s) _____
- Purpose of event(s) _____
- Date(s) the event(s) took place _____
- Reason for denial of any prior application _____

Does the applicant or participants have insurance coverage for this event? Yes No

If yes, Please provide the following information:

- Carriers name, Address and Telephone Number _____
- Insured Name, Address and Telephone Number _____
- Policy Number _____
- Type of Insurance and Amount of Coverage _____

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Please provide a detailed plan for each of the following:

- Clean up
- Controlling disorderly or violent conduct
- Maintaining traffic flow to commercial and other establishments
- Place the parade or public assembly will disband
- Sanitary and Medical facilities
- Scale drawing of parking facilities
- Time the parade or public assembly will begin to form
- Time movement of parade or public assembly will begin
- Lighting

Please attach a copy of the liability insurance certificate for all vehicles that will be operated as part of the event.

If your event is a parade, march, run or street fair, please complete this box.

Applicant must attach a map of the route labeling starting, ending and any other point of congestion.

Yes No Will sidewalks be used along the route.

_____ Number of participants expected

_____ Number of Road blocks provided by Applicant

_____ Number of Road Blocks needed from the City

_____ Number of animals, floats, automobiles or other vehicles in the parade or public assembly

Applicant may be required to provide road guards and/or barricades as required by the Sheriff Dept.

<u>Approval:</u> _____	<u>Initial:</u> _____	<u>Date:</u> _____
Kootenai Fire & Rescue		
Panhandle Health Dist		
Sheriff's Department		
City Clerk		

Fee charged: \$ _____ Check # _____ Date _____ Received (Initial) _____