

OFFICE USE ONLY
PERMIT #:
ISSUE DATE:
EXPIRES:

VILLAGE OF WEST LIBERTY
PARADE & ASSEMBLY PERMIT

APPLICANT INFORMATION

FULL NAME:		Date of Birth:
Current Address:		
City:	State:	Zip:
Phone Number:	Mobile Number:	
Email:		
Drivers License Number:		Expires:

ACTIVITY INFORMATION

Name of Organization Sponsoring Event:		
Address:		
Phone Number:	Email:	
Name, Date, & Time of Activity:		
If Parade where will Formation Take Place:		
Desired Route(Use additional page or map):		
Desired Start Time:	Ending Location & Time:	
Purpose or Reason For Activity:		
Number of People/Floats:	Emergency Contact:	
Will Alcohol be Served at Your Event?(If yes additional fees and proof of permit will be required):		
Have you or your organization ever been issued a permit:	If yes when?	
Does the organization have insurance? If yes list insurance carrier and attach a copy:		

INSTRUCTIONS:

Applications will only be accepted 90 days prior to the anticipated event, and not after 15 days prior to the event.

The permit will expire on the date of anticipated event, however if the date of the event needs changed or a request for an extension is needed you must contact the Chief of Police.

This application must be completed in it's entirety. Once the Chief of Police reviews the application they will forward it to the Fire and EMS departments for their review if needed.

If you intend to serve or have alcohol served at your event you must provide a copy of the permit obtained from the OhioDepartment of Liquor Control. There will also be the requirement that law enforcement be present during your event. The Chief of Police will determine the number of officers needed, and you will be charged a rate of \$30 an hour per officer for a minumum of 3 hours. This fee will be paid prior to the issuance of this permit.

The application plus the fee must be submitted to the Village Office, and shall be notarized prior to being reviewed by the Mayor. You will be notified by phone of the approval or denial of the application.

A copy of the permit will be held at the Village Offices in accordance with the Record Retention Policy.

In the event the application is denied for any reason you will have 30 days to appeal the denial.

PERMIT AND APPLICATION FEE \$25.00

THIS PORTION OF THE PERMIT MUST BE COMPLETED BY THE CHIEF OF POLICE OF THE WEST LIBERTY
POLICE DEPARTMENT.

It has been determined by _____ that the following number of police officers will be required to work this activity or parade: _____.

IF ALCOHOL WILL BE SERVED AT THE EVENT THE FOLLOWING MUST BE COMPLETED BY THE CHIEF OF POLICE:

It has been determined that alcoholic beverages will be served at this event. A copy of the permit application and/or permit from the Ohio Department of Liquor Control has been provided. It is further determined that _____ officers will be required to work this event. There will be an additional \$30/hr per officer for a minimum of 3 hours which will be required to be paid to the West Liberty Police Department within 5 days of the conclusion of the event.

Chief of Police: _____ Date: _____

The contact person for the organization the day of the event is _____

And they can be reached at _____, and beginning at what time? _____.

I, _____, do hereby agree to comply with all terms, ordinances, rules, and regulations relating to this special permit.

IF THE CHIEF OF POLICE DETERMINES THAT FIRE OR EMS SERVICES ARE REQUIRED THE FOLLOWING SHALL BE COMPLETED BY THE FIRE CHIEF AND/OR EMS CHIEF.

It has been determined by _____ that the following number of Fire & EMS Personnel will be required for this activity:

Fire: _____ EMS: _____

Fire Chief: _____

EMS Chief _____

ALL INFORMATION CONTAINED IN THIS APPLICATION IS SUBJECT TO DISCLOSURE AS A MATTER OF PUBLIC RECORD. ANY FALSE STATEMENT MADE OR GIVEN FOR THIS APPLICATION SHALL RESULT IN FUTURE DENIAL OR REVOCATION OF PERMITS AS WELL AS POSSIBLE CRIMINAL PROSECUTION

By signing this application, you agree to the following:

1. Abide by all Village codes, ordinances, and rules governing parade and activity permits, including all state and federal laws;
2. Notify the Village Offices of any changes to the Application

State of Ohio, County of Logan

_____, being duly sworn, deposes that he/she is the individual making the foregoing application; that he/she is knowledgeable with respect to that which is being licensed and approved; that answers to the foregoing questions and other statements contained herein are true of his/her knowledge and belief.

Sworn to be before and subscribed in my presence this _____

Day of _____, 20_____

THIS APPLICATION MUST BE SIGNED AND NOTARIZED BEFORE BEING ACCEPTED FOR REVIEW OF BY THE MAYOR AND COUNCIL OF THE VILLAGE OF WEST LIBERTY

OFFICAL USE ONLY:

CHIEF OF POLICE APPROVAL: _____

DATE: _____

MAYOR APPROVAL: _____

DATE: _____

****IF DENIED PRINT "DENIED" ON APPROVAL LINE IN ADDITON TO SIGNATURE****