

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.

