

# Street (Special Event) Closure Permit Application

Application Fee: \$75.00

Must be submitted at least 2 weeks before requested closure date.



## Applicant Information

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Name of Contact/Event Organizer \_\_\_\_\_  
(First) (Last)

Contact Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Contact Address \_\_\_\_\_

## Street Closure Information

Address/Route of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours of the Event (to include setup and clean up) \_\_\_\_\_ to \_\_\_\_\_

Closure Timeframe \_\_\_\_\_ to \_\_\_\_\_

Approximate # of Participants & Vehicles \_\_\_\_\_

## Applicant's Statement

I hereby certify that the information in the foregoing statement is true and accurate to the best of my knowledge.

The person(s) or sponsor will be responsible for the conduct of the group and for the condition of the public area. The permit is subject to all municipal codes in addition to all rules governing street right-of-ways. The applicant agrees to indemnify and save the Village harmless from and against all liabilities, claims, demands, judgments, losses, and all suits of law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person, or damage to any property arising from the holding of such special event.

*It is understood by the Permittee and anyone either as individuals or a representative of the organization taking out the permit that it is their responsibility to man critical intersections as a control only for those participating in the event. General traffic control will not be allowed by those NON-Law enforcement personnel. Individual safety will be the responsibility of those involved in or taking part in the event so noted in this permit.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Information**

Road barricades will be dropped off by a member of the public works crew prior to the event start time. They will be left at the address of the street closure listed above. If the event concludes outside of business hours, the barricades will be picked up the following morning. The business hours for the Department of Public Works are from 7:00 a.m. to 3:00 p.m.

Please remember that alcohol is not allowed within the road and road right-of-way.

---

---

FOR OFFICE USE ONLY

---

**Municipal Clerk Signature / Date**

Amount paid \_\_\_\_\_ Check No. \_\_\_\_\_ Date \_\_\_\_\_

---

**DPW Signature / Date**

Crew Lead Person notified date \_\_\_\_\_

---

**Police Chief Signature / Date**

---

**Administrator Signature / Date**

Permit granted: Yes / No

Reason for Denial: