



**City of Mount Vernon  
Parade and Event Application**

**Please complete and return to:**

40 Public Square, Mount Vernon, OH 43050 - (740) 393-9517 or  
[clerkofcouncil@mountvernonohio.org](mailto:clerkofcouncil@mountvernonohio.org)

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE APPROVED\*\***

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

**Date of Event** \_\_\_\_\_ **Hours of Event** \_\_\_\_\_

1. **Name of Applicant:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Business** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Location Proposed:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**Brief description of event including purpose:** \_\_\_\_\_

\_\_\_\_\_

2. **Additional Services Requested**

Please indicate whether any city services are requested. The applicant shall reimburse the City at actual cost.

\_\_\_\_\_ **Police Presence** (additional Police Services Contract may be required)

\_\_\_\_\_ **EMS Presence**

\_\_\_\_\_ **Barricades** (Attach map of intended placement)

\_\_\_\_\_ **Other** \_\_\_\_\_

**\*\*IF BASED ON THE SIZE AND/OR TYPE OF EVENT, THE CITY DETERMINES THAT ADDITIONAL SERVICES ARE REQUIRED, THE APPLICANT WILL BE REQUIRED TO PROVIDE THEM.\*\***



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3. Will tents/temporary structures be used? \_\_\_\_\_ \*Yes \_\_\_\_\_ No

**\*No tents, inflatable toys, or other structures may be erected without first contacting the City of Mount Vernon's Public Buildings & Land Department at (740) 393-9581.**

Size(s) \_\_\_\_\_ Location(s) \_\_\_\_\_

4. Will food or alcohol be served? \_\_\_\_\_ \*Yes \_\_\_\_\_ No

**\*If yes, please contact Knox Public Health at (740) 392-2200 (<https://www.knoxhealth.com/>) or the Ohio Division of Liquor Control at (614) 644-2360 (<https://com.ohio.gov/liqr/>)**

5. Will you be using any of the following?

Extension cords \_\_\_\_\_ Existing Electric \_\_\_\_\_ Generators \_\_\_\_\_

6. Please list the name(s), address and contact telephone number for the person(s) who will be in charge during the event:

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### 7. Acknowledgements and Release of Liability

The applicant, on behalf of any organization he/she is representing, agrees to hold harmless the City of Mount Vernon and its representative employees, agents and assignees from any and all liabilities, whether to persons or property, as the result of negligence on the part of said individual or organization, or the acts of any of its agents or anyone visiting the park or fields upon the invitation of said applicant. If the event is for profit the applicant shall be required to provide a certificate of insurance with this application to insure against claims for injuries to persons or damage to property, which may arise from or in connection with this event. Public liability and property damage insurance shall cover the participants, products, complete operations and contractual liability with limits of no less than \$1,000,000 general liability with the City of Mount Vernon named as an Additional Insured.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**(Office Use Only)**

Date Received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Fee for additional services: \_\_\_\_\_ Deposit returned (if applicable): \_\_\_\_\_



## Indemnification - Hold Harmless

I understand that I am requesting the use of a specific area of public property for the purpose of the event described above. The applicant agrees to defend, indemnify and hold the City of Mount Vernon, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgments including the attorney's fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or the result of activities or appliances of the applicant, their employees or otherwise, except for the sole negligence of the City. The applicant must be responsible for cleanup and removal of all trash produced by the event. The applicant further agrees to comply with all provisions of the Codified Ordinances including Sections 529.02(Alcoholic Beverages Prohibited), Chapter 931(Parks and Playgrounds; Camping), 1175.08(Temporary Signage Prohibited) and understand and will abide by the terms thereunder.

This permit may be revoked at any time.

Applicants Name	Authorized Signature	Date

## Insurance

If the event is for profit the applicant shall be required to provide a certificate of insurance with this application to insure against claims for injuries to persons or damage to property, which may arise from or in connection with this event. Public liability and property damage insurance shall cover the participants, products, complete operations and contractual liability with limits of no less than \$1,000,000 general liability with the City of Mount Vernon named as an Additional Insured.

In accordance with the provisions of the Codified Ordinances, the City of Mount Vernon has reviewed this application and hereby grants the issuance of the permit in accordance with the above information. Failure to do so may result in the permit being revoked and/or any other appropriate penalties as provided by law.

### SPECIAL RESTRICTIONS

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Safety Service Director and/or Designee	Date