

# THE VILLAGE OF FAYETTE

102 W. MAIN STREET, PO Box 87

FAYETTE OH 43521

Ph# 419 237 2116

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## EVENT APPLICATION

### Instructions:

1. Applications are required for the following activities:
  - a. Any activity taking place in the park enumerated in §959.02 of the codified ordinances to wit: entry by animals other than dogs or cats; fireworks; archery; firearms or similar missile weapons; use of tents, campers, trailers, RVs; use of glass containers; activities of more than 20 adults not family related; and camping of any sort.
  - b. Activities on the streets of the village whereby traffic is disrupted, additional safety precautions are required, or streets are closed.
  - c. Any activity that requires additional law enforcement personnel.
  - d. Events which are parades without additional activities may instead obtain a Parade Permit.
2. Application must be submitted at least 30 days prior to the event date(s).
3. All Village ordinances must be followed during the course of the event.
4. Once completed application has been reviewed by staff a recommendation shall be made to village council. The village administrator will issue the event permit only upon passage of the motion of council.
5. The event fee shall include any additional direct costs the village anticipates incurring to enable supporting your event. Examples include but are not limited to: additional police presence, overtime to set/remove road closings, rental of necessary equipment. Events in the park may also require a donation to the Park Fund.
6. The applicant and/or event sponsor(s) must agree to indemnify and hold harmless the Village of Fayette for any liability for loss, injury or damages resulting from the event, and proof of event insurance may be required based on event activity.
7. Applicant must certify that he or she is at least 21 years of age and/or has the authority to act in an official capacity for the named event for the sponsor.

Name of Applicant / Event Sponsor: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date(s) of Event including start/end times: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Description of Event & Activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Safety Requirements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Requests \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Food or Beverages are being served at the event please describe types of food service, location of service and include copy of food service permit. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organizational Type (Corporation and Type, LLC, Ohio unincorporated non-profit association, etc. – attach articles of incorporation or other document proving type and existence of organization) \_\_\_\_\_  
\_\_\_\_\_

**I certify that I am authorized by the named applicant / sponsor to enter into contracts related to the above named event. I certify that the information contained in this application and attached documents are true to the best of my knowledge.**

**The applicant / sponsor hereby agrees to indemnify and hold harmless the Village of Fayette for any liability for loss, injuries or damages resulting from the event.**

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Signature

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Date

