



# CITY OF LANCASTER

Service Safety Director  
104 East Main Street  
Lancaster, OH 43130  
(740) 687-6608

## Special Event Permit - Application

Special Event, Parade, Street/Alley Closure, Right of Way

### Instructions

This application is hereby submitted to conduct the activity or event detailed below on designated City of Lancaster roadways, along the specified route or location, and for no other purpose or activity.

Please reach out to the Parks Department first at (740) 687-6651 to see if the event date being requested is available and to obtain all applicable Parks Permits.

All applications must be submitted two weeks prior to the date(s) being requested, in order to be eligible for review.

(For Office Use Only) Application Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

### 1. Special Event Information

Special Event     Parade     Bicycling     Motorcade     Right of Way

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

Purpose of Event: \_\_\_\_\_

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

Event Start Time: \_\_\_\_\_ Event Stop Time: \_\_\_\_\_

Number of Participants and Spectators: \_\_\_\_\_

Event Assembly Location: \_\_\_\_\_

Event Termination Location: \_\_\_\_\_

Event Description or Activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Street/Alley Closure**

If requesting a street/alley closure after normal business hours of Monday – Friday from 7:30 am – 3:30 pm, applicants are responsible for opening and closing the street for approved event.

Contact LDOT at (740) 687-6668 for street/alley closure procedures and directions.

Street to be Closed: \_\_\_\_\_

Street Closed From: \_\_\_\_\_ Street Closed To: \_\_\_\_\_

Closure Date: \_\_\_\_\_ Opening Date: \_\_\_\_\_

Support Service(s) Requested:

Give roadway and location boundaries:

- Barricades/Cones
- Prohibit Parking
- Street Sweeping
- Electricity (Light Poles)
- Use of Bandstand – Contact Parks at (740) 687-6651
- Police – Contact LPD at (740) 687-6680 ext. 4503 for a Special Duty Officer  
(Hourly fee charged per department regulations)

**Occupy Public Right of Way Request**

Complete all applicable sections if closing the street, alley, and/or sidewalks:

Closing Street/Alley: \_\_\_\_\_

Closing Street/Alley Lane(s): \_\_\_\_\_

Restricted Parking Location: \_\_\_\_\_

Closing Sidewalk Location: \_\_\_\_\_

Items located in pavement area, sidewalk area, and/or other Right-of-Way area:  
\_\_\_\_\_  
\_\_\_\_\_

ROW Street/Alley Closure Date: \_\_\_\_\_

ROW Street/Alley Closure Time: \_\_\_\_\_

ROW Street/Alley Opening Date: \_\_\_\_\_

ROW Street/Alley Opening Time: \_\_\_\_\_

**3. Agreement for Special Event, Parade, Street/Alley Closure Permit**

The undersigned, herein known as the “Applicant” understands and agrees that applicant shall assume all risk for loss, damage, liability, injury, cost or expense that may occur during or as a result of:

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

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

The Applicant further agrees that in consideration of permission to use the property above, Applicant will save, defend, and hold the City of Lancaster and/or its employees free and harmless from any loss, claims, liability, or damages and/or injuries to persons and property that in any way be caused by any acts or omissions of Applicant, its employees, or its agents.

The undersigned warrants that he/she has the legal authority and capacity to sign this Agreement on behalf of the organization listed below. The undersigned has read, understands, and will comply with the requirements of the City of Lancaster.

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

**Applicant Information:**

Applicant Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization E-mail: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**4. Permit Application Fee**

Non-Refundable Permit Fee:

- Special Event Permit Fee \$25.00
- Applicant is exempt from Fees (Charitable or Religious Organizations only)

501(c)(3) Number: \_\_\_\_\_

Cash or Check are accepted.

**MAKE CHECK PAYABLE TO “City of Lancaster”**

Please mail or drop off this application to the  
**City of Lancaster, Service Safety Director,  
104 East Main Street, Lancaster, Ohio 43130**

**For Office Use Only:**

**Special Event Name:** \_\_\_\_\_

Subject to the information contained in this Special Event, Parade, Street/Alley Closure Permit application, permission to utilize the specified city streets is hereby:

- Approved
- Denied

Receipt of the permit fee is hereby acknowledged:

- Special Event Permit Fee \$25.00  
Receipt Number: \_\_\_\_\_
- Applicant is exempt from Fees (Charitable or Religious Organizations only)  
501(c)(3) Number: \_\_\_\_\_

Service Safety Director’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CC: Cemetery, Fire Department, Gas Department, ITT Department, Law Director, Mayor, Parade/Event Chairperson, Parks Department, Police Admin/Duty Officer, Police Public Relations, Sanitation Department, Service Safety Director, Street Department, Water Department, Water Pollution Control