



SPECIAL EVENT / PARADE PERMIT APPLICATION

Please fill out all the required information completely. Attach all site plans showing locations of all signs, fire hydrants, structures, and parking areas. Attach any routing maps for parades, races, including indications for all streets or portions of streets to be closed. The nonrefundable application fee is due at the time of application. Fees for City support services (if necessary) will be paid after departmental review and determination of costs, before the permit is issued. Application shall be submitted to the City Clerk at least 30 days prior to the date of proposed event.

Date of Application: _____

Event Name: _____

Location of Event: _____

Date/Time of Event: _____ Number of Participants/Vendors: _____

Event Sponsor/Organization: _____

Contact Person: _____

Address: _____

Phone Number: _____ Contact Email: _____

Description of Event: _____

Application Submittal Checklist (please check the boxes applicable to your event needs)

- Closing Streets: Provide Map of route/street to be traveled or used during event. Traffic Control Plan required
- All Events: Provide Site map and location of assembly areas
- Vendors: Submit a list of Participating Vendors. The City of Ruston charges a \$10 Temporary License fee for each vendor. Payment is due at the time of permit issuance.
- All Events: Certificate of Liability Insurance
- All Events: Application Fee \$25
- All events: Please detail the event clean- up plan, provide written requests for garbage can usage

Event Details: The following checklist relates to any special event held on private or public property, or within a public-right of way. Please check the items below which apply to your event:

Will there be any:

- Open Flames or Cooking Facility

If Yes, please describe: _____

- Electrical Power Requirements for the Event
If Yes, please describe: _____
- Compressed Gas Cylinders
If Yes, please describe: _____
- Dumpster with capacity of 1.5 cubic feet or more
If Yes, please describe: _____
- Tents, Canopies or Awnings (Building Permit may be required)
If Yes, please describe: _____
- Floats
If Yes, please describe _____
- Trailers, Motor Homes, Booths Stages or other Portable Structures (Building Permit may be required)
If Yes, please describe: _____
- Temporary Parking Facilities (If Public ROW, Street Closure Permit may be required)
If Yes, please describe: _____
- Temporary Signage (Temporary Sign Permit may be required)
If Yes, please describe: _____
- Other unlisted activity:
If Yes, please describe: _____

Please read and sign the following:

I certify that the event for which this permit is to be used will not be in violation of any City of Ruston Ordinance. I agree that in the event clean-up is not provided in accordance with the plan submitted, the City may conduct the necessary clean-up and bill the sponsoring organization for such costs. I also agree to obtain insurance with limits and coverage as required by RMC 14.04.070 and the City Clerk. The City of Ruston shall be named as additional insured with respect to all coverage.

By applying for this special event permit, the organization or entity obtaining such permit (applicant) agrees to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the activities or operations performed by the applicant or on the applicant's behalf out of issuance of this permit, except for injuries and damages caused by the sole negligence of the City of Ruston.

Signature of Applicant

Date

City Administration – Permit Issued

Date

Please allow a minimum of 30 days for permit processing as per RMC 14.04.020. Please also include the appropriate fee for processing as follows: \$100 for events which require closure of any street. \$25 for events which do not require closure of a street.