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OFFICE OF THE CITY CLERK
 City Hall, 258 Main Street
 Oneonta, NY 13820-2589

Parade & Event Permit/Street Closure Form

In addition to completing this form, the chief organizer must also:

- 1) Submit a narrative that explains the purpose of the event; the specific times and locations for all requested street closings; all planned uses of public utilities, banners or decorations; garbage clean-up plans; and, whether or not any use of amplified sound is planned.
- 2) Submit a map outlining the events' location and all street and/or parking lot closings.
- 3) Submit copies of flyers, posters, or other materials that will advertise the event. The organizer is responsible for ensuring that all flyers, posters, etc. advertising the event are removed from public facilities. Failure to comply may impact approvals for future applications.
- 4) Notify residents and businesses immediately affected by street closure/event and help advertise event.
- 5) Return this form to the City Clerk's Office. Applicants **MUST** file the Parade & Event Permit/Street Closure Form and all supporting materials **AT LEAST 45 DAYS** prior to the date of the event.
- 6) Submit the non-refundable application fee of \$25.00 (cash or check made out to City Clerk) with the form.

A complete application must include:

- Request Form Event Narrative Advertising Materials Location Map

Date of Event: _____ Date Submitted: _____
 Name of Group: _____
 Name of Event: _____
 Chief Organizer: _____
 Address: _____
 Phone Number: _____ Email: _____

Additional Contact Persons:

| Name | Address | Phone |
|----------|---------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |

If street(s) closure is requested, describe the area to be closed: (Please note that a clear 8 ½ x 11 sketch or map must also be submitted showing street names, directions and places barricades might be placed.)

Time of day for street closure: From ____ : ____ AM/PM to ____ : ____ AM/PM

Number of Participants in the event: _____

Will traffic control by the Oneonta Police Department be required? Yes ___ No ___

Will street closure by the City Department of Public Service be required? Yes ___ No ___

Will fundraising take place? Yes ___ No ___ If yes, describe the nature of the fundraising activities on the back of this form:

Will the event involve the use of fireworks? Yes ___ No ___

If yes, which company? _____

Please Note: A separate fireworks permit is required to request permission to use fireworks.

Does the group have liability insurance coverage? Yes ___ No ___

If yes, amount of coverage: \$ _____

Insurance Carrier: _____

Prior to the event, the chief organizer must submit a Certificate of Liability Insurance to the City Clerk naming the City of Oneonta as additionally insured. A Certificate of Liability Insurance **IS REQUIRED FOR ALL EVENTS**, unless otherwise specified by the City of Oneonta.

Signed _____
(Chief Organizer)

Date: _____

\$25 application fee received by City Clerk's Office on:

Date: _____

Approved by Facilities/Technology/Operations Committee on: _____

Approved by Parks and Recreation Commission (if necessary) _____

Approved by Police Chief on: (if necessary) _____

Approved by Fire Chief on: (if necessary) _____

Approved by Common Council on: _____

Permit issued by City Clerk's Office on: _____

Signed _____
(City Clerk)

Date: _____

Copies of Completed form and permit sent to:

Police Chief _____

Date: _____

Fire Chief _____

Date: _____

DPS _____

Date: _____

Other _____

Date: _____ (Identify party sent to)



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Parade & Event Permit/Street Indemnity Form
(For groups with no insurance only)

[A Certificate of Liability Insurance IS REQUIRED FOR ALL EVENTS, *unless otherwise specified* by the City of Oneonta.]

The undersigned permittee, in consideration of the use of city public facilities, does hereby agree to indemnify and forever save harmless the City of Oneonta, of and from any and all liability for injury to persons and/or property resulting from the use and/or occupancy of the city public facilities, by the undersigned permittee, or its agents, servants, employees, guests or invitees, whether such injury is negligently or intentionally caused, or occasioned wholly or in part by any acts or omissions of the undersigned, its agents, servants, employees, guests or invitees.

The undersigned permittee further agrees to protect and defend the City of Oneonta from and against any and all expenses, claims, actions, liabilities, damages or loss, penalties, fines and interest of any kind whatsoever, actually or allegedly arising out of or connected with the occupation and/or use of city public facilities.

In WITNESS WHEREOF, the undersigned permittee has caused this indemnity agreement to be executed this _____ day of _____, 20__.

Signature of Permittee