

Community Events Request Application

Organization: _____

Organization Address: _____

(Phone) _____

Organization Contact Person: _____

Contact Address: _____

(Phone) _____

Organization Contact Person (2) _____

2nd Contact Address: _____

(Phone) _____

Event type: _____

(Parade, 5K run, etc.)

** If the event type is multiple days please detail different events in other information section*

Date of Event: _____ Times of Event: _____

Duration of Event: (one day, several days) : _____

Special Needs: (ie. Barricades, traffic control, No parking signs)

Other Information:

If the event is a parade or a 5K run or something utilizing several streets in the Village you must attach a route and affected streets.

Date Received: _____

Office Use Only:

Receipt of 1 Million Dollar Insurance Certificate: _____

Receipt of Hold Harmless Agreement: _____

Superintendent of Public Works: Date Rec'd: _____

Questions or Comments:

Chief of Fire Department: Date Rec'd: _____

Questions or Comments:

Chief of Police: Date Rec'd: _____

Questions or Comments:

Emergency Response Team Meeting: Yes No

Village of Deposit Cost estimate

Personnel Expenses not budgeted: _____

Other Materials not Budgeted: _____

Date of Village of Deposit Board Review: _____

Approved

Not Approved