



Town of Elizabeth

Application for Special Event, Parade or Race

This application must be submitted to the Town Clerk at least Fifteen (15) days prior to the Date of intended use and approved by the Town Board.

1. Event: _____

Date of Event: _____ Time of Actual Event: _____

Date(s) and Time(s) for which permission is requested including setup and cleanup:

Date: _____ From: _____ To: _____

Date: _____ From: _____ To: _____

2. Applicant (Organization or Individual): _____

Address: _____ Telephone # _____

ONLY ORGANIZATIONS FILL OUT THE REMAINDER OF ITEM #2:

The Organization is: Profit _____ Non-Profit _____, Attach Copy of Certificate of Incorporation with Non-Profit Status if same is not already on file with the Town Clerk.

INDIVIDUAL RESPONSIBLE FOR THE EVENT:

Name _____ Telephone # _____

Address _____

3. Please mark the route choice below.

Staging area: Line up along CR 136 West of Elbert St. toward Pine Ridge St. Parking could be allowed at Pine Ridge St. and CR 136

_____ **Parade Route:** Start on CR 136, go South on Elbert, east on Walnut then south on Main St. to Broadway St., where the parade ends. The participants would disburse by going west on Broadway then onto southbound Banner St.

Absolutely no parade routes will be considered other than the above mentioned based on the safety of the citizens and traffic concerns.

4. Estimated Number of Participants: _____ Estimated Number of Spectators: _____

5. Will there be animals or vehicles in the event? _____ If yes, explain including how many: _____

6. Are you requesting reserved parking for the event? _____ If yes, specify number and location: _____

7. How will the applicant provide trash and litter control for the event? _____

8. Will Applicant provide portable Restrooms for the event? _____ Where will they be located? _____

9. Will the applicant provide medical coverage for the event? _____
If yes, specify what level of medical expertise and where they will be located: _____

10. Will any organization or individual other than the applicant have any exhibit or sales booth in the area during the event? _____ If yes, explain who and what: _____

11. Will there be any fees for your event? _____ If yes, explain: _____

12. Will your event be open to the Public? _____
13. Will there be any vehicles, trailers or tents for the event? _____
If yes, explain and include the dimensions of any tents: _____

14. Will you be applying for a special event liquor permit to have alcohol in the area? _____

EVIDENCE OF LIABILITY INSURANCE FOR THE EVENT MUST BE SUBMITTED TO THE TOWN PRIOR TO THE EVENT. THE TOWN OF ELIZABETH MUST BE NAMED AS ADDITIONAL INSURED ON THE CERTIFICATE OF INSURANCE.

I have read the attached policy for the use and understand the policy and agree to comply with all the provisions set forth therein.

Signature of Applicant: _____ Date: _____