

**CITY OF FOSTORIA  
ALL EVENTS PERMIT APPLICATION**

Please indicate the type of permit requested.  General Event Permit  
 Parade Permit

Applicant Name \_\_\_\_\_ Host Organization \_\_\_\_\_ Application Date \_\_\_\_\_

Event Name \_\_\_\_\_ Event Description \_\_\_\_\_

Address \_\_\_\_\_ City, State Zip \_\_\_\_\_ Phone Number \_\_\_\_\_ Website/Email \_\_\_\_\_

Event Date(s) and Time(s) \_\_\_\_\_ Event Location \_\_\_\_\_

Event Contact(s) Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
(1) \_\_\_\_\_  
(2) \_\_\_\_\_

Category  athletic/recreation  concert/performance/dance  
 exhibits/museum  farmer/outdoor market  
 festival/carnival  special/miscellaneous/other  
 parade/procession/march

Set up date & time \_\_\_\_\_ Tear down date & time \_\_\_\_\_ Is this an annual event? \_\_\_\_\_ Number of years event held \_\_\_\_\_

Alcohol provided/permited at event  beer and/or wine  
 not applicable  beer, wine & distilled spirits

Event security provided by \_\_\_\_\_ Phone number \_\_\_\_\_

City of Fostoria personnel requested  Fire Division  Parks Department  
 Police Division  Street Department

Please indicate reason for involvement: \_\_\_\_\_

Material or Equipment rental needed for event? (\$250 refundable deposit required)  
 barricades/ barricade lights  trash receptacles  
 road cones/orange barrels  picnic tables  
 bleachers  other (specify) \_\_\_\_\_

The permit holder assumes liability for all lost, stolen or damaged City property and understands that the city of Fostoria requires security on hand for the entire duration of the event.

Applicant Signature \_\_\_\_\_

**[ FOR ADMINISTRATIVE USE ONLY ]**

Personnel Cost Estimate				Material/Equipment Cost Estimate	
No. of Emp.	Department	Rate/Hour	Total Cost	No.	Material/Equipment Description
	Fire				Barricades
	Police				Barricade lights
	Street				Road cones
	Parks				Orange barrels
	Other				Trash barrels
<b>Other Documentation</b>					Picnic tables
Attached / Not Applicable	Certificate of Liability Insurance				Fire Department apparatus
Attached / Not Applicable	Liquor Permit				Fire Department truck(s)
Attached / Not Applicable	Health Department Inspection				Police Department vehicle(s)
Attached / Not Applicable	Fire Department Inspection				Public Works Department vehicle(s)
	Other				Other

**AUTHORIZATIONS**

Eric Keckler, Mayor \_\_\_\_\_ Date \_\_\_\_\_

Deb Hellman, Safety Service Director \_\_\_\_\_ Date \_\_\_\_\_

Supervisor of applicable City Department \_\_\_\_\_ Date \_\_\_\_\_

Supervisor of applicable City Department \_\_\_\_\_ Date \_\_\_\_\_

