



City of Mt Sterling - Application for Event Permit 2025



Date Applied: _____

- 1. Name: _____
- 2. Address: _____
- 3. Phone: _____
- 4. Name of Organization: _____
- 5. Address of Organization: _____
- 6. Phone of Organization: _____
- 7. Event or Parade Chair: _____
- 9. Date Event or Parade will be conducted: _____

10. Route of Event or Parade: Starting Point to Destination (if mobile)

11. Approximate number of people: _____, number and types of animals: _____
 Number and types of vehicles: _____

12. Hours of Event: Beginning: _____ Ending: _____

13. Will Event occupy all or only a portion of the width of the streets proposed?
 Yes___ No___ if no, appropriate number of feet: _____

14. Time units of the event will begin to assemble at any such assembly area or areas: _____

15. Interval of space to be maintained between units of the event: _____

Total fee: _____ collected by City Hall/MSPD _____

Event Organizer: _____
 MSPD: _____
 Mayor: _____

911 notified _____
Public Notice _____
Public Works _____

****Event is not placed on public calendar until all fees have been paid and liability insurance has been submitted****

- 1. The permit fee is \$2.00. The following fees may be assessed if required:
 - a. \$225 will be assessed if the parade or event will require the use of Public Works for clean-up of streets (if your parade will be distributing materials or items from participants or floats and/or horses will participate (without manure bags).
 - b. \$250 - Police/Public Works support for roadblocks and parade oversight
 - c. \$25 – Extra Barrier/Trash Can use
 - d. \$75 – Use of performance stage
- 2. Event liability insurance is required for all events.
- 3. The City of Mt Sterling has a mask ordinance which prohibits the wearing of masks under certain circumstances. Please familiarize yourself with this ordinance if members are planning to don masks.