



# City of Mt Sterling - Application for Event Permit 2024



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. \$200 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.