



Village of Wellington  
Event Permit Application

**For All Special Events Gathering, Including Parades, Run/Walk/Bike Events, Road Closures and Lane Restrictions**

New Event Permit \_\_\_\_\_ Revised Event Permit \_\_\_\_\_

Event Name: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Contact Person - City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**TYPE OF EVENT:** (Check all that apply)

Special Event Gathering \_\_\_\_\_

Run/Walk/Bike Event \_\_\_\_\_

Parade using public streets or other right-of-way \_\_\_\_\_

Request for road closure or lane restriction \_\_\_\_\_

Event Date(s): *For recurring events, list all dates:* \_\_\_\_\_

Setup/Start Time: \_\_\_\_\_ End/Teardown Time: \_\_\_\_\_

**DECRPTION OF EVENT:** Note any special public safety or Village service's needs.

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**ROUTE OR EVENT AREA:** If your event is a parade/run/walk, please describe the route and attach a map **and** describe it in writing below. **IF YOU ARE REQUESTING ROAD CLOSURE OR LANE RESTRICTION YOU MUST LIST EACH ROAD:**

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Applications for event permits must be submitted to the Office of at least seven (7) days prior to the event being held in order to be reviewed and considered by the Village.

**Return to:** Mayor's Office, Village of Wellington, 115 Willard Memorial Sq. Wellington, OH 44090  
Email: [mlent@villageofwellington.com](mailto:mlent@villageofwellington.com) Fax: (440) 647-2200



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Participant Safety is Vital!

- Prior to the beginning of a walk or run, it is important that all participants be advised to obey pedestrian regulations and cross only at intersections.
• Candy or other items may not be thrown from parade vehicles. Persons walking with a parade vehicle may hand items to viewers.
• It is the sponsoring organizations responsibility to clean up debris left over from the event. This would include any material that might fall from floats, animal manure and/or markers or signs along the route. Failure to clean up following the event will result in a \$100 clean-up fee being sent to the person and/or organization named above.

INSURANCE INFORMATION

Insurance:

If the sponsor carries commercial general liability insurance, attach a certificate of insurance to this permit. The Village of Wellington may impose additional insurance requirements for events with certain activities including, but not limited to fireworks, parades that include horses or other animals, any type of racing, bounce house and other inflatables, or distribution or consumption of alcoholic beverages. For such activities or others with a potential for personal injury or property damage, the Village reserves the right to require a certificate of insurance or other reasonable evidence of the following: 1) The Village of Wellington, its elected and appointed officials, employees and volunteers must be covered as Additional Insureds under the Sponsor's commercial general liability coverage with a limit of not less than \$1 million per occurrence: 2) coverage shall be primary and non-contributing as respects the Additional Insureds, and 3) there shall be in exclusions of coverage for the activities identified as high risk (i.e., fireworks, inflatables, etc.)

The Village of Wellington reserves the right to modify these requirements based on the nature of the risk or other circumstances.

Hold Harmless:

The Sponsor shall hold harmless, defend and indemnify the Village of Wellington, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, attorney fees, expenses, damages, judgment, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the Sponsor or any of its employees, agents, subcontractors, volunteers, or invitees arising or growing out of the event, whether by negligence or otherwise.

FOR OFFICE USE ONLY
EVENT DETERMINATION

Date Received: Received By:

Approve Disapprove

Public Works Superintendent Date

Approve Disapprove

Chief of Police Date

Approve Disapprove

Village Manager Date

Approve Disapprove

Mayor Date

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DISTRIBUTION LIST

Table with 4 columns: Mayor, Village Manager, Police, Public Works