

# City of Hillsboro

## Event/Parade Permit Application

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The City of Hillsboro reserves the right to require an event permit in order to plan for the safety of all event participants. In general, an event permit will be required under the following circumstances:

- 1) Closure of city streets no matter how many are expected to attend
- 2) Events involving more than 100 people and likely to require temporary exclusive use of city rights-of-way (e.g., blocking a sidewalk or street)
- 3) Events involving more than 100 people and requiring temporary exclusive use of an area of public property (over 100 people using a part of a park for their exclusive use).

*Thank you for your cooperation! Mayor Justin Harsha*

Name of the Event/Parade: \_\_\_\_\_

Name and Address of Responsible Person or Organization: \_\_\_\_\_

Address of Responsible Person/Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Primary contact person for this Event: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Other tel. \_\_\_\_\_

Email for Primary Contact Person \_\_\_\_\_

Date(s) of Event/Parade: \_\_\_\_\_ Time(s): \_\_\_\_\_

Events/parades normally require the City of Hillsboro to commit public resources such as police, EMTs, street and/or parks personnel for the safety of the public. Please refrain from advertising your event until an Event/Parade permit is signed and issued to you by the Safety-Service Director.

**Please answer the following questions and attach any helpful information.**

1. Are you requesting to temporarily close a public street, sidewalk, right-of-way or other public property? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which streets, right-of-ways or public property?

Streets: \_\_\_\_\_

Sidewalks: \_\_\_\_\_

Public property (e.g., park or part thereof): \_\_\_\_\_

**Please highlight the event area(s) or the parade route on a map of Hillsboro and attach to this application.**

2. How many people do you anticipate will attend and/or participate? \_\_\_\_\_ (if under 100, you do not need an Event Permit unless you are requesting to close a public right-of-way. Example: a fundraising walk on city sidewalks for fewer than 100 participants).

3. **Services.** If your event will require water, electric, restroom/porta-john availability, parking areas or shuttle transport, trash removal or similar services, please complete *Attachment A* describing how these will be provided for your event (example: private contracts, request for use of public services, not needed due to short duration of event, etc.). The city may be able to assist with providing services but reserves the right to require payment for uses of public services if employee overtime, public water or electric usage, or other service that exceeds \$500 in additional cost for the City of Hillsboro. The Safety-Service Director will meet with you to discuss the public service needs of your event.

**Participant Safety is Vital**

- ◆ It is important that all participants be advised to **obey pedestrian regulations** and **cross only at intersections unless a street is closed for this event.**
- ◆ Candy or other items may not be thrown from floats. Walkers may hand candy or items to persons sitting behind the curb.
- ◆ Clean up. It is the sponsoring organization’s responsibility to clean up debris left over from the event. This would include any material that might fall from floats, trash on the ground left by attendees or participants, animal manure and/or markers or signs along the route. Failure to clean up following the event will result in clean-up costs incurred by the city being charged to the event’s responsible party.

**INSURANCE COVERAGE REQUIREMENT**

- ◆ Insurance coverage will be determined at the sole discretion of the City Safety-Service Director after evaluating risk factors involved with the event. Generally, if the event requires a permit a certificate of insurance will also be required. If a certificate of insurance is required, an Event Permit will not be issued until the city Safety-Service Director has received a copy of the Certificate of Insurance for the event. Attach your Certificate of Insurance for the event or ask your insurance agent to fax the Certificate to the attention of the Safety-Service Director at 937-393-0615.
- ◆ **THE FOLLOWING LANGUAGE MUST BE ON THE CERTIFICATE OF INSURANCE:** “The following are Additional Insureds: The City of Hillsboro, Ohio and its elected and appointed officials, all employees, agents, volunteers, all boards, commissions and/or authorities and board members, including employees, agents and volunteers thereof. Coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds whether other available coverage be primary, contributing or excess.”

***FAILURE TO PROVIDE A CERTIFICATE OF INSURANCE VOIDS  
AN OTHERWISE APPROVED EVENT PERMIT.***

CERTIFICATE OF INSURANCE RECEIVED BY THE CITY:

\_\_\_\_\_  
DATE

**SECURITY REQUIREMENT**

- ◆ Security Coverage is necessary for any event that takes place in the City of Hillsboro. Event coordinators must provide a copy of an agreement between the organization sponsoring the event and with either the Hillsboro Police Department or the Highland County Sheriff's Office that security coverage will be provided by their agency. (The cost for this coverage is \$30.00 per officer per hour, and must be paid in advance to the law enforcement agency.)
- ◆ Attach to this permit application is a copy of your agreement with the agency providing security and a copy of your receipt for payment of that security.

***FAILURE TO PROVIDE PROOF OF SECURITY FOR YOUR EVENT VOIDS  
AN OTHERWISE APPROVED EVENT PERMIT.***

SECURITY AGREEMENT/RECEIPT FOR PAYMENT RECEIVED BY THE CITY: \_\_\_\_\_  
DATE

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**EVENT APPROVAL/DENIAL**

Approved: \_\_\_\_\_ Declined/requirements not met: \_\_\_\_\_

\_\_\_\_\_  
Authorized City Representative

\_\_\_\_\_  
Date

- CC: Police Department  
Fire Department  
Public Works  
Mayor  
Applicant  
Parks (if applicable)

## ATTACHMENT A SERVICES FOR THE EVENT/PARADE

Please describe what is needed for the event and your plan to provide for these services or to request city assistance.

| <b>Service</b>                                                                    | <b>Needs</b> | <b>How will these be met? Private/Public</b> |
|-----------------------------------------------------------------------------------|--------------|----------------------------------------------|
| Request for Public Official time (usually Mayor to open or close the event, etc.) |              |                                              |
| Police Personnel on duty just for the event                                       |              |                                              |
| Streets personnel on duty for event/ barricades/signage put up/take down          |              |                                              |
| Electricity for stages, vendors, event purposes, rights of way                    |              |                                              |
| Water for vendors, event                                                          |              |                                              |
| Restroom facilities/porta-john availability                                       |              |                                              |
| Parking (other than designated public parking)                                    |              |                                              |
| Shuttles to and from event parking areas                                          |              |                                              |
| Trash/Clean up                                                                    |              |                                              |
| Fire/Rescue Personnel at site                                                     |              |                                              |