

APPLICATION FOR PUBLIC SHOWS, PARADES, AND FESTIVALS CITY OF VANDALIA

Name of Organization:		
Name of Applicant:		
Address:		
City:	State:	Zip Code:
Insurance Information – See attached for requirements		
EVENT INFORMATION		
Location/Address of Event:		
Name of Property Owner:		
Emergency (Site) Contact:	Phone (Cell):	
Emergency (Site) Contact:	Phone (Cell):	
Date(s) of Event (not to exceed 10 days):		
Beginning and Ending Hours of Event:		
Tent Permit #:	Number of tents or temporary structures:	
Electric Permit #:		
Description of Event:		
Entertainment – describe:		
The following items must be attached to this application:		
<ol style="list-style-type: none"> 1. Written permission from the owner of the property the event is to be held on. 2. Site plans of the area to be used. Show proposed and existing parking areas, existing buildings on lot, street right-of-ways, driveway openings, and tent locations. 3. A copy of a Tent Permit, if tents or other temporary structures are to be used. Apply within the Engineering Department. Tent permit application must include a description of use(s), number of tents, size(s), location(s) on lot, and flammability certificates. 4. A copy of an Electric Permit, if electric is to be used. Apply within the Engineering Department. 		

Submit application and attachments to Dev. & Eng. Services, 333 James E. Bohanan Memorial Dr, Vandalia, OH 45377. If permit is approved, the permit fee shall be \$25 for each day the event is held.	
Name of Applicant (please print):	Phone:
Signature of Applicant:	Date:
Permit Fee:	Date Paid:

OFFICE USE ONLY

Reviewed By	
Chief of Fire	Date Approved:
Chief of Police	Date Approved:
Public Service Manager	Date Approved:
Parks & Recreation Director	Date Approved:
Assistant to the City Manager	Date Approved:
Superintendent of Public Works	Date Approved:
Authorized By	
City Manager	Date Approved: