

# APPLICATION FOR PARADE/STREET CLOSURE PERMIT

**Parades, Street Closure etc., regulated.** It shall be unlawful to obstruct the public streets or rights-of-way before securing a permit from the City Clerk. **If the activity does not obstruct pedestrian or vehicular travel on any public right of way, no permit is required. Actual street closure requests require the approval of the City Manager.** Permit applications should be provided thirty (30) days prior to the requested date for the event/activity. The City Clerk shall not issue a permit unless such activity has been approved in writing by the Cookeville Police Department and the City Manager. The Cookeville Police Department or City Manager may require the applicant or event organizer provide, at the applicant/organizers expense, traffic control devices such as traffic cones, barricades, directional signs, etc., volunteer traffic control personnel and/or off duty police officers, sanitary facilities or other needed material or equipment. Proof of financial responsibility in the form of a Certificate of Insurance is required per the Cookeville Municipal Code, Title 16, Chapter 9 (specifications for the COI are attached in a separate document). Failure to provide any of the requirements specified for the day of the activity may result in the suspension of the permit by the ranking Police Officer assigned to the activity. The applicant shall provide a nonrefundable application fee of **\$100.00** and post a refundable deposit of **\$250.00** to ensure that all refuse, litter, materials and equipment used in the activity are removed promptly at completion. Said deposit will be refunded to the applicant when all items have been removed to the satisfaction of the Police Department.

Organization/Party Seeking Permit: \_\_\_\_\_

Representative: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Describe Location / Route / \_\_\_\_\_

Streets to be Closed: \_\_\_\_\_

**On a separate sheet of paper, attach a diagram / map of the requested location / route.**

<b>Is diagram / map attached?</b>	<b>Yes</b>	<b>No</b>
<b>Is street closure requested?</b>	<b>Yes</b>	<b>No</b>
<b>Is police escort requested?</b>	<b>Yes</b>	<b>No</b>

I hereby certify that I agree to the above and all the provisions set forth in the Cookeville Municipal Code, Title 16, Chapter 9, including Section 16-910, which requires me to notify all businesses around the temporary street closure, at least ten (10) days prior to the closure, concerning the date and times of the temporary street closure. I further understand that failure to vacate the private premises of any person who requests or directs me or my organization to leave shall constitute trespassing. I agree that the City of Cookeville shall be held harmless by me or my organization for any liability resulting from the activity pursuant to this permit. The issuance of a Temporary Street Closure Permit does not allow the consumption of alcoholic beverages, including beer, on public streets, public property, or public rights of way. Consumption of alcoholic beverages, including beer, on public streets, public property, or public rights of way, by those attending an event produced by the applicant, may result in the denial of future requests for Temporary Street Closure Permits by the applicant.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Official use Only	# Previous Permits this Calendar Year _____	App Fee _____	Deposit _____	COI _____
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Approved by \_\_\_\_\_ CPD / \_\_\_\_\_ CM

Permit Issued by: \_\_\_\_\_ Tax Dept Date: \_\_\_\_\_

## Temporary Street Closures – Certificate of Insurance Requirements

The City of Cookeville Municipal Code Title 16, Chapter 9, states:

The event sponsor shall provide proof of liability insurance in the amount of one million dollars (**\$1,000,000**) and naming the City of Cookeville as additional insured for the date and times of the event. Proof of insurance shall be submitted prior to the issuance of a permit. Failure to provide proof of liability insurance will result in the permit being denied.