

**City of Omaha
Public Works Department
1819 Farnam Street Suite 603
Omaha, Nebraska, 68183**

APPLICATION FOR PARADE OR PUBLIC EVENT STREET CLOSING PERMIT

IS ANY PORTION OF THIS EVENT ON A STATE HIGHWAY? Please circle Yes No

Applicant's Name(s) _____

Address _____ Zip _____

Telephone Number _____

(residence)

(business)

FAX Number _____ E-mail Address _____

Organization (if applicable)

Organization Address

Telephone Number _____ FAX Number _____

Barricade Company (If necessary): _____

Barricade Point of Contact _____ **Phone Number** _____

Parade Route or Location of Street Closing

Date of Event: _____

Parade Assembly Area

Hours of Closing for Assembly: from _____ am __ pm __ until _____ am __ pm __

Parade Dispersal Area: _____

Hours of Parade Closing: from _____ am __ pm __ until _____ am __ pm __

Number of City Blocks to be Closed _____ Entire Street Closed _____ Partial Street or Street

and Sidewalk Closing Describe Below:

Purpose of Closing _____

Activities to be held _____

Estimated Number of Spectators Attending Parade or Event (per day) _____

Estimated Number of Persons Participating in Parade or Event _____

Estimated Number of Vehicles Participating in Parade or Event _____

Estimated Number and Species of Animal Participating in Parade or Event _____

Describe any Sound Equipment to be used _____

Describe any Banners, Signs or Devices to be used _____

Describe any Public Facilities or Equipment to be used or relocated _____

Sanitation Facilities provided by _____

Address _____

Phone Number _____ Number of Portable Sanitary units _____

Location(s) of Portable Sanitary Units _____

Other Health or Emergency Services Provided _____

Include a diagram describing the plans for the event including: streets to be closed, booths, seating, stages and/or entertainment, food service locations, emergency services and fire hydrants, portable restroom facilities, trash containers and dumpsters.

The applicant agrees to the following conditions for issuance a parade or public event permit:

The permittee shall comply with all permit directions and conditions and with all applicable laws and ordinances.

The parade or public assembly chairperson or other person heading the event shall carry the parade or public assembly permit on his/her person during the parade or public assembly.

Barricades are the responsibility of the event organizer and must comply with the City of Omaha Barricading Standards, Specifications, Methods and Materials manual. In placing the barricades, one lane will be left open for police or fire emergency vehicles. ***The barricade company will be responsible to coordinate barricade and signage placement with the Omaha Police Department, and must have a valid point of contact prior to and during the event.***

The permittee shall be responsible for obtaining the services of an approved contractor to perform any adjustment or repositioning of traffic control devices in such a manner that the devices are returned to their condition immediately after the event.

The permittee shall contact all residents and/or businesses whose property abuts the street to be closed. A copy of occupants contacted along the street closing route shall be provided to the City of Omaha, Public Works Department, at least five days prior to start of the event.

The permittee shall be responsible for cleanup of the parade or public assembly location after the event.

All fees must be paid in advance of the permit being issued. An application fee of \$50.00 shall be enclosed with this application. Application fee reduced to \$25.00 if application is received at least 60 days prior to the event. Make checks payable to City of Omaha.

Applicants Signature(s) _____ Date _____

SPACE BELOW RESERVED FOR CITY USE ONLY:

Received By _____ Date _____

PRE-EVENT MEETING REQUIRED? YES _____ NO _____