



PUBLIC ASSEMBLY/PARADE/BLOCK PARTY/WALK-RUN PERMIT

THE FOLLOWING REQUIREMENTS MUST BE MET BEFORE A PERMIT WILL BE PROCESSED

1. A non-refundable fee application to cover administration costs for processing your permit shall be paid to the City of Fort Wayne at the time the application is submitted. Fees shall be charged according to the following schedule.

▪ Neighborhood Association Block Party/Parade Permit (neighborhood block party/parade permits must be open to all neighborhood residents and have written consent from association president)	\$10.00
▪ All others	\$50.00
2. Permits must be submitted **TEN (10) WORKING DAYS** prior to day of event.
3. If you are completing an application for a block party permit, 51% of the residents in the affected block(s) must sign the attached petition sheet. **(this means every area that would be affected by street closure).**
4. Permits will not be processed without an **attached map** of where barricades need to be placed.
5. If you are completing an application for a parade or walk/run permit, **a map of the route** you will be taking is required.
6. **Emergency traffic** must have access to street at all times.
7. Requested street closures will be no earlier than **9:00 a.m.** and no later than **10:00 p.m.**
8. Block party permits **will not be issued** on any major arterial streets unless otherwise approved by the Board of Public Works, City Traffic Engineering and the Police Department. **We do not barricade half blocks.**
9. The City will be unable to provide barricade **during the Three Rivers Festival.**
10. During the Three Rivers Festival, Freiman Square Parking Lot is reserved for the **exclusive use** of the Fort Wayne Parks and Recreation Department.

APPLICATION for
PUBLIC ASSEMBLY, BLOCK PARTY, PARADE or WALK/RUN PERMIT
(Includes information for associated barricade permit)

(This application is in compliance with City Ordinance 96-11-47, found in Chapter 101 of the city code)

Please submit completed permit to:

Board of Public Works
Citizens Square
200 East Berry Street, Suite 240
Fort Wayne, IN 46802
Phone: 260-427-1112 Fax: 260-427-5553

I. Date submitted: _____ Date of Event: _____

II. Type of even (check one): **ONLY THE FOLLOWING EVENT COVERED BY THIS PERMIT**

Public Assembly Parade Walk/Run

Neighborhood Association Block Party/Parade Permit Individual Block Party

(Neighborhood association block party/parade permits must be open to all neighborhood residents and have written consent from association president)

III. Applicant's/Organization Information:

Name/Organization (contact person): _____

Address: _____ City _____ State _____ Zip _____

Phone: Home: _____ Work: _____ Cell: _____

E-Mail address: _____

IV. **Date, time, location, barricade permit information, and other logistical details of the event.**

1. Will the City need to provide barricades? Yes No

2. Are there parking meters to be bagged? Yes No

If yes please list location of meters _____

3. Date: _____

Starting time: _____ Ending time: _____

STREET CLOSURE: NO EARLIER THAN 9:00 AM, NO LATER THAN 10:00 PM

Barricades should be in place by **Date/Time:** _____

4. Location of the event. If a route will be traveled, include its starting and ending points. Also, please indicate whether participants will be on sidewalks, streets, or both. **PERMITS WILL NOT BE GRANTED WITHOUT AN ATTACHED MAP OF WHERE THE BARRICADES ARE TO BE PLACED OR A MAP OF THE PARADE ROUTE.**

5. Location of any advanced/marshalling assembly areas for your event: _____

6. Approximate number of participants (spectators are not participants):

7. Approximate number of spectators: _____

8. Will there be animals in this event? Yes No If yes, explain what type(s) and approximately how many of each will be in the event. _____

9. Will there be vehicles in this event? Yes No If yes, explain what type(s) and approximately how many of each will be in the event: _____

10. Describe any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with your event and attach map describing where these items will be placed: _____

11. Per City Ordinance, no permit shall be granted that allows for the erection or placement of any structure, whether permanent or temporary, on a City street, sidewalk or other rights-of-way unless specific approval is granted by the Director of Public Works by his/her signature here. Will your event include any such placement? Yes No If yes, please describe structure(s) and placement location(s):

Signature, if necessary: _____

Director/Representative of Public Works

The following sections are to be completed by the City of Fort Wayne

Fee Schedule:

A non-refundable application fee to cover administrative costs of processing your permit shall be paid to the City of Fort Wayne at the time the application is filed. Application fees shall not be waived by the City and shall be changed according to the following schedule:

\$10.00 Neighborhood Association Block Party/Parade Permit
(with written approval of neighborhood association president)

\$50.00 All others

Fee paid by: Cash Check# _____ City receipt# _____

Signature of employee: _____

VI. Indemnification

I, the undersigned applicant, agree to indemnify and hold harmless the City of Fort Wayne, from and against any liability of any kind or character and/or injury to person or damage to property, with respect to the use of this permit.

SIGNATURE OF APPLICANT: _____

*(If additional information is needed regarding this application please attach)

VII. Approval:

This application has been routed and, along with any contingencies which are noted on this application or attached to it by the City officials below, has been approved by:

Traffic Engineering Department

Date: _____

Director/Representative of Public Works

Date: _____

Police Chief/Co-Safety Director/Representative

Date: _____

