



**SPECIAL EVENT APPLICATION**

Village of St. Paris – Administration  
135 W. Main St. PO Box 572  
St. Paris, OH 43072

Phone: 937-663-4329 www.stparisohio.org

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Submittal of an application does not constitute acceptance for processing until the Village Administrator approves the information provided. **Please be sure to attach any necessary maps (sketched or printed), certificate of liability insurance forms, and/or additional requirements not listed on the form below.**

**General Applicant Information**

Name of Applicant: \_\_\_\_\_

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

Email: \_\_\_\_\_ Business/Organization Sponsor: \_\_\_\_\_

**Event Information (Application must be submitted at least 90 days prior to the date of the event)**

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

**Description of Event (attach extra sheets, if necessary, layout of event, parade routes, location and list of all vendors, food trucks etc. 2 weeks prior to event)**

**Detailed Needs**

Check All That Apply:

- Banner (specify location)
- Street Closing (include detailed map/drawing)
- Traffic Cones and Barricades
- Use of City Personnel (Sherrif/Fire/Public Works) \*Fees may apply
- Other (attach additional sheets if necessary)
- Block Party
- Additional Signage (specify location)
- Electric Required

**Fire Division Requirements:** Event shall follow fire code and have a public safety plan for gatherings; all temporary structures shall be in compliance with the fire code; and have a plan in place for emergency vehicle ingress and egress.

**Signage Regulations:** All requested signage must comply with the current Planning and Zoning Code (complete Permit App).  
BANNERS: Must be in good repair, no rips or missing eyelets: limited space is available: placement up to 14 days (weather permitting); 60 sq. ft. max. Unauthorized signage will be removed; all signage must be retrieved after event is over; the Village of St. Paris is not responsible for loss or damage.

**Applicant's Affidavit**

The undersigned hereby certifies to the Village of St. Paris that all information submitted is current and accurate; agree to comply with any conditions which may be prescribed; and confirm that all necessary actions to protect the general public and event participants will be provided. In addition, the undersigned agrees to hold the Village of St. Paris harmless against any and all liability, loss, costs, damages, expenses, claims or actions that may result from the conduct of the event and the issuance of this request; and agree to be held responsible for all borrowed Village property (cones, barricades, etc.) used as requested by this application.

Signature of Applicant: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE ONLY (If approved, email a copy to village council within 48 hours of approval)

Approval by: (Please Initial/Sign & Date)

FIRE/SAFETY JSP \_\_\_\_\_

SHERIFF DEPT: \_\_\_\_\_

VILLAGE ADMINISTRATOR: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_



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**SPECIAL EVENT PERMIT # \_\_\_\_\_**

Permit Issued to: \_\_\_\_\_

Applicants Name

Effective Duration of Permit:

\_\_\_\_\_ AM/PM on \_\_\_\_\_ to \_\_\_\_\_ AM/PM on \_\_\_\_\_

**Identify all Food Truck Trailers that will be working under the applicant’s permit.**

**Name of Food Truck:** \_\_\_\_\_

Operator of Food Truck: \_\_\_\_\_

Approximate Location of Food Truck: \_\_\_\_\_

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\_\_\_\_\_  
**Signature of the Village Administrator**

\_\_\_\_\_  
**Date**



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## **ADMINISTRATIVE RULES FOR FOOD TRUCK/OUTDOOR VENDORS**

### **CURRENT FOR DOWNTOWN: (unless on private property)**

Any food trucks coming in either on their own or by invitation from a downtown business are subject to the same criteria:

1. Complete a Special Event Request (allows us to notify Sherrif, Fire and Street Dept.).
2. Vendor **MUST** display current licensure (with Health Dept.).
3. Vendor **MUST** be self-contained (NO “free” electric, unless the merchant plugs them in their store).
4. Vendors **MUST** keep their surrounding area free of litter.
5. Merchant **MUST** check with their “neighbors” to let them know that a parking space, or two will be occupied.
6. Vendors **MUST NOT** discharge wastewater, sewage, or grease into the city storm water or sewage drainage system.