

# CITY OF MORAINE APPLICATION FOR PUBLIC EVENTS

*(Parades, Festivals, Block Party, 5K'S, etc.)*

Name of Organization: (if applicable)			
Name of Applicant:			
Address:			
City, State, Zip		Phone:	
Email Address:			
Signature of Applicant:		Date:	
Permit Fee (\$25 each day):	Date Paid:	Receipt #:	

**EVENT INFORMATION:**

Location/ Address of Event:			
Name of Property Owner:			
Date(s) of Event (not to exceed 5 days):			
Beginning/Ending Hours of Event (Events Permitted from 7am-11pm):			
Number of tents or temporary structures:		Tent Permit #:	
Electric Needed (Yes or No):		Electric Permit #:	
Description of Event:			

**THE FOLLOWING ITEMS MUST BE ATTACHED TO THIS APPLICATION:**

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 Building and Zoning 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 Building & Zoning Department.

Submit application and attachments to the City of Moraine's Building and Zoning Department,  
4200 Dryden Rd. Moraine, OH 45439. Permit fee shall be \$25 for **each day** the event is held.

**REVIEWED/ APPROVED BY (please add any comments/ questions/ stipulations you may have on page 2)**

<i>Building &amp; Zoning</i>	<b>Approved</b>	<b>Denied</b>	<i>Signature</i>	<i>Date</i>
<i>Engineering</i>	<b>Approved</b>	<b>Denied</b>	<i>Signature</i>	<i>Date</i>
<i>Police Department</i>	<b>Approved</b>	<b>Denied</b>	<i>Signature</i>	<i>Date</i>
<i>Fire Department</i>	<b>Approved</b>	<b>Denied</b>	<i>Signature</i>	<i>Date</i>
<i>Parks &amp; Recreation</i>	<b>Approved</b>	<b>Denied</b>	<i>Signature</i>	<i>Date</i>
<i>Street Department</i>	<b>Approved</b>	<b>Denied</b>	<i>Signature</i>	<i>Date</i>
<i>City Manager</i>	<b>Approved</b>	<b>Denied</b>	<i>Signature</i>	<i>Date</i>

\*Please return to Community Development when complete for final processing\*

**Building & Zoning**

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**Engineering**

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**Police Department**

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**Fire Department**

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**Parks & Recreation**

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**Street Department**

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**City Manager**

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