

# Downtown Winchester - Application for 19 N. Main Parklet Closure/Usage

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

Please send your application to City Manager Bruce Manley at [bmanley@winchesterky.com](mailto:bmanley@winchesterky.com), Director of Strategic Communications and Downtown Development Whitney Leggett at [wleggett@winchesterky.com](mailto:wleggett@winchesterky.com) AND Police Administration Wendy Horseman at [whorseman@winchesterky.com](mailto:whorseman@winchesterky.com).

It shall be the responsibility of the organization to meet with the Police Department before approval by the City Commission. Appointments with the chief of police may be made Monday through Friday 8 a.m. to 4 p.m. at 859-745-7400. Applications must be received by Police Department ASAP.

Events may be limited because of conflicting dates.

YOU ARE REQUIRED TO CLEAN UP AFTER YOUR EVENT. Failure to do so will result in monetary fine up to \$250 dollars and future restriction/banning of your organization's events in the Parklet.

**I have read the above statement and will comply with requests: [ ]**

Name of Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Event (circle):    Festival    Car Show    Other: \_\_\_\_\_

Times Closures Requested: \_\_\_\_\_

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

**\*\*ALL REQUESTS MUST BE MADE IN WRITING TO THE CITY COMMISSION. PLEASE PROVIDE TO THE CITY COMMISSION THE FOLLOWING:**

Written Request to City: [ ]

Certificate of Liability Insurance: [ ] (If applicable. City must be indemnified as to liability and noted on certificate of insurance and a copy provided to the City).

Signature of Organizer: \_\_\_\_\_

Police Chief or Designee: \_\_\_\_\_