

CITY OF WINCHESTER
APPLICATION FOR EVENT STREET CLOSURES

DATE OF APPLICATION: _____

DATE OF EVENT _____ EVENT NAME _____

Please send your completed application to the Deputy City Clerk Dianna Layne at dlayne@winchesterky.com.

Applications must be received **30 days** prior to the event.

PLEASE NOTE: Main Street will only be closed for City sponsored events or community wide events that bring in 2500 people or more. At the City Manager's discretion, Main Street will not be closed for longer than one day and applicants should consider the businesses downtown and their hours of operation. For all other events, applicant should consider Depot Street.

MONETARY CONSIDERATION: Private entities will be allowed one free event per year. For any additional event requests, there will be a fee of \$250/event, and these events must be approved by the City Manager. Recognized non-profit 501(c)3 agencies will not be required to pay a fee. Checks are to be made to the City of Winchester and submitted with the application.

NAME OF CONTACT: _____

ALTERNATE CONTACT: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NO: _____ ALTERNATE NO: _____

TYPE OF EVENT: PARADE RUN WALK FESTIVAL CAR SHOW OTHER

STREET(S) TO BE CLOSED: _____

START TIME OF EVENT: _____ END TIME OF EVENT: _____

BLOCK TRAFFIC: 30 MIN PRIOR 60 MIN PRIOR OTHER _____

THE FOLLOWING MUST BE PROVIDED:

STREET CLOSURE REQUEST: _____

MAP OF AREA TO BE CLOSED: _____

CERTIFICATE OF LIABILITY INSURANCE _____ (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 _____

Signature of City Manager _____