

**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 \_\_\_\_\_