

**City of Butler**  
**Application for**  
**Street Use Permit for Parades & Special Events**

(NOTE: If space provided on this application form is not sufficient to list required information, please attach a separate sheet(s).)

1. Applicant's Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

2. Event Sponsor or Organization \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

3. Primary Point of Contact (If Different from Item #1 Above)

Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

4. Name of Event: \_\_\_\_\_

5. Date of Event: \_\_\_\_\_ Rain Date: \_\_\_\_\_

6. Street(s) to be Used/Closed \_\_\_\_\_

(Please Include a Map/Drawing. If the event is a recurring, annual event, the Chief of Police may agree to use data on record from the prior year.)

7. Requested Time of Street Closing: \_\_\_\_\_ Duration (No. of Hours) \_\_\_\_\_

8. Number of Affected Intersections: \_\_\_\_\_

9. Source of Traffic Control: \_\_\_\_\_

10. Do You Require City Services? \_\_\_\_\_ if yes, please describe. \_\_\_\_\_

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**(Note: Sponsors must agree to pay 25% of costs incurred by the City of Butler. They will receive an invoice for payment within 2 weeks of the event, and payment is required within 30 of receipt of the invoice.)**

11. Planned Activities: \_\_\_\_\_

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12. Will the event result in the presence of food vendors? \_\_\_\_\_

13. If this event is a parade and has drop-off locations for buses and subsequent parking/pickup of participants, please attach a copy of plan to be used.

14. The sponsor is required to have general liability insurance in the amount of one million dollars. Please attach a certificate of insurance that names the City of Butler as an additional insured.

\_\_\_\_\_/\_\_\_\_\_  
(Signature of Person Requesting Permit) (Date)

<b>Permit Granted</b> _____ <b>Permit Denied</b> _____
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