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, pleas 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 and the Commonwealth of Pennsylvania as an additional insured.**

_____/ _____

(Signature of Person Requesting Permit) (Date)

Permit Granted_____ Permit Denied_____

_____ _____

Chief of Police, City of Butler (Date)

The permit is granted with the following conditions:

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The permit is denied for **the following reasons:**

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