

The City of *Westlake* Ohio

DENNIS M. CLOUGH, MAYOR



www.cityofwestlake.org

POLICE DEPARTMENT
27300 Hilliard Blvd. Phone: 440.871.3311
Westlake, OH 44145 Fax: 440.835.6444

PARADE / ASSEMBLY / BLOCK PARTY PERMIT APPLICATION

(APPLICATION MUST BE MADE 20 DAYS IN ADVANCE)

Date: _____

Organization _____

Address _____ City _____

Phone _____ Profit Non Profit

Applicant _____

D.O.B. _____ SSN _____

Home Phone _____ Work Phone _____

Signature _____

Type of Event _____

Purpose _____

Date of Event _____ Hours (start) _____ (end) _____

Parade Route _____

Number & type of units in parade _____

Assembly Point _____

Dispersal Point _____

Streets & Highways requested to be blocked _____

Intersections to be blocked _____

Applicant has read WCO 311.02 on reverse side of this page

POLICE DEPARTMENT USE ONLY

APPROVED DISAPPROVED Reason _____

\$1,000 Deposit Received n/a Signed _____

Name

Title

Date

311.02 PARADES AND ASSEMBLAGES.

(a) No person, group of persons or organization shall conduct or participate in any parade, procession, assemblage, athletic, fundraising, or recreational event upon any street or highway, or block off any street or highway area, without first obtaining a permit from the Police Chief.

(b) Applications for such permits shall be made on such forms as may be prescribed and shall contain such information as is reasonably necessary to a fair determination of whether permits should be issued. Applications shall be filed not less than twenty (20) days before the time intended for such event as set forth in subsection (a). Any applicant may notify the Police Chief in writing of any circumstances requiring less than twenty (20) days notice. Upon receipt of such notification, the Police Chief shall approve or deny the applicant's request.

(c) The permit may be refused or canceled if: (1)

The time, place, size or conduct of the parade including the assembly areas and route of march would unreasonably interfere with the public convenience and safe use of the streets and highways.

(2) The parade would require the diversion of so great a number of police officers to properly police the line of movement, assembly area and areas contiguous thereto so as to deny normal police protection to the Municipality.

(3) The parade route of march or assembly areas would unreasonably interfere with the movement of police vehicles, fire-fighting equipment or ambulance service to other areas of the Municipality.

(4) The parade would unreasonably interfere with another parade for which a permit has been issued. (5) The information contained in the application is found to be false, misleading or incomplete in any material detail.

(6) An emergency such as a fire or storm would prevent the proper conduct of the parade.

(d) The permit or any order accompanying it may limit or prescribe reasonable conditions, including the hours, the places of assembly and of dispersal, the route of march or travel and the streets, highways or portions thereof which may be used or occupied.

(e) The Police Chief is hereby authorized to charge a partially refundable security deposit for such event as set forth above, in an amount of one thousand dollars (\$1,000.00) for the provision of safety forces for the protection of participants in any such event or for any other expenditure of City resources related to such event as set forth above. The amount refunded to the applicant is based on the actual costs incurred by the City. May 2011 Replacement 24A Street Obstructions and Special Uses 311.99

(f) Any person applying for a permit under this section of the code shall obtain liability insurance naming the City of Westlake as an insured with an insurer authorized to write liability insurance in this State providing coverage in each occurrence, subject to a limit, exclusive of interests and costs, of not less than one million dollars (\$1,000,000.00) because of damage or bodily injury to or death of a person as a result of or in relation such event as set forth above.

*******BLOCK PARTY INFORMATION*******

1. You may borrow traffic cones and barricades from the Police Department. Please pick up and return the borrowed items (preferably on the day of your event) at the Westlake Police Department. While at the station for cone pick-up, please remind the dispatcher of the date and the beginning and ending times of your event.
2. Keep fire hydrant side of the street clear of all tables, chairs, grills, etc. Place these items on the non-hydrant side of the street. This allows for easy access to your street for emergency vehicles should an incident require them.
3. Notify all residents (by flyer, phone call, etc.) of the date, time and what street area will be partially closed.
4. Leave room for visitors and/or residents to enter/exit your street. Keep driveway aprons open as well.
5. A Police Officer will try to visit your event as staffing permits.
6. No open containers of alcoholic beverages may be carried or consumed on the sidewalks, tree lawns or street.