

**THIS IS AN APPLICATION FOR PERMIT TO DEMONSTRATE,
HOLD A PARADE or FESTIVAL USING A PUBLIC STREET,
SIDEWALK OR RIGHT OF WAY WITHIN THE MUNICIPAL
LIMITS.**

**THIS IS AN APPLICATION ONLY
THIS IS NOT A PERMIT. THIS APPLICATION MUST BE
SUBMITTED NO LESS THAN FIFTEEN BUSINESS DAYS PRIOR
TO EVENT, EITHER DROP OFF OR MAIL THE COMPLETED
APPLICATION WITH APPLICATION FEE TO:**

TOWN OF PETERSTOWN

PO Box 487

229 Thomas Street

Peterstown WV 24963

(304) 753-9509

**If application is mailed, allowed sufficient postage and time to assure the application
is at the Town Hall within the set time frames.**

TOWN OF PETERSTOWN APPLICATION NO. _____

APPLICATION FEE:\$ _____

DATE OF EVENT: _____

DATE RECEIVED: _____

The application fee of \$10.00 made payable to the Town of Peterstown is non-refundable and must accompany the application for a parade permit, public assembly permit or athletic or festival event permit.

1. Permit, if issued, to be in the NAME OF _____
SPONSORING ORGANIZATION(S): _____

Address: _____ City: _____

State: _____ Zip Code: _____

DAYTIME TELEPHONE NUMBER: _____

2. Name of person to contract: _____

Daytime Telephone Number: _____ Pager Number: _____

Email address: _____

24-hour Contact Number: _____

Facsimile (Fax) Number: _____

3. Name of person signing application: _____

Daytime Telephone Number: _____ Pager Number: _____

Email address: _____

24-hour Contact Number: _____

Facsimile (Fax) Number: _____

4. Popular Name of event: _____

5. Type of Activity (Check one):
_____ Parade _____ Motercade _____ Assembly _____ Festival

6. Date of Activity: _____

7. Time of commencement of activity (step-off time): _____

8. Time of termination of event: _____

9. Location and exact street address of assembly area: _____

10. Time when activity will begin to assemble: _____

11. Time when activity will begin to disband: _____

12a. Approximate number of persons to participate in activity: _____

12b. Basis upon which number is made: _____

13. Proposed Route:

14a. Number of units participating in parade or event: _____

14b. Number of vehicles to be used in parade or event: _____

14c. Will animals participate in parade or event? _____ Yes or _____ No

14d. If answer "yes" to 14c: what type of animals and what type of control for safety of animals and attendees or participants of event will be provided? _____

15. Location and exact street address of disbanding area: _____

16. Name of on-site parade manager: _____

TERMS AND CONDITIONS:

Applicant must have proper current health certificate for each animal, the name of the attending local veterinarian. Applicant hereby agrees that representatives of the Town are authorized to inspect animals prior to their use in activities upon the public way and to prohibit the use of animals found to be diseased, unhealthy or which pose a danger to the public health and safety.

Public sidewalks: Any demonstrating groups must leave room for passersby and may not block the flow of pedestrian traffic. If leafleting, demonstrators may not force a passerby to accept leaflets or harass individuals who refuse leaflets.

Public streets: Any march on the public street is typically considered a parade; therefore, the location and duration of the march are subject to regulation by the Town Council to prevent traffic problems. Marchers must obey all traffic laws during the march.

Others types of public property: Some types of public property are non-traditional public forums and therefore have special restrictions on free speech. A demonstration may not take place within the immediate vicinity of the Town Hall or other locations which would be in violation of municipal, county, state or federal laws, including but not limited to election laws.

The applicant must promptly reimburse the Town for (and make good to it) any and all damage of any kind to any property of the Town which may result from the use by the applicant of the Town's premises under the any permit granted hereupon, and the applicant further agrees that it will not hold liable the Town of Peterstown or any of its municipal officials for or in account of any losses or damage to property owned by it or controlled by the applicant or for or on account of any loss or damage sustained by the applicant as result of injuries to employees or agents of the applicant or event participants.

The applicant agrees to *indemnify, save and keep* and hold harmless the Town of Peterstown, its officers, agents and employees of and from any and all liabilities, liens, judgments, costs, damages and expenses which may be suffered by the Town and/or any of its officers, agents or employees or which may accrue against or be charged to or recovered from the Town or any of its officers, agents or employees for any damage caused by the applicant and/or any of the applicant's officers, agents, employees or any other persons for whom the applicant is responsible which may result from the use of the Town's premises under any permission granted herein.

Any applicant must execute and deliver to the Town of Peterstown a certificate of General Liability Insurance, showing the Town of Peterstown as an additional insured, as their interests may appear, with limits of liability of U.S. \$100,000.00 per person and U.S. \$500,000.00 aggregate. Such certificate should be submitted with the application or given no less than five business days before the event if proper proof is given of application for same with this permit application.

A permit from the Town of Peterstown will only be issued after payment for the municipal or town services have been received by the Mayor's Office, Town Hall. If substantial changes are made from your parade/event/festival as detailed herein, additional fees may be assessed for municipal services in the following or any subsequent year.

SIGNATURE OF APPLICANT: _____

Title: _____

Date: _____

PERMIT APPLICATION RECEIVED BY MUNICIPAL OFFICER ON: _____

MUNICIPAL OFFICER RECEIVING APPLICATION: _____

APPLICATION: _____ APPROVED OR _____ DENIED

DATE OF ACTION ON APPLICATION: _____

IF DENIED,

REASON FOR ACTION FOR DENIAL OF APPLICATION: _____