



APPLICANT PUBLIC EVENT CHECKLIST

- 1. Permit fee \$25.00
- 2. Refundable deposit \$100.00 (for clean-up)
- 3. Completed Permit Application (this must be received not less than 60 days prior to date of event nor more than 120 days)
- 4. Comprehensive general liability insurance policy with property damage limits of a minimum of \$1,000,000 each occurrence, bodily injury or death \$1,000,000 each person /each occurrence.
- 5. The City shall be named as an additional insured on the policy
- 6. Parade route map