

# TRAFFIC CONTROL APPLICATION FOR EVENT REQUEST

Applicant / Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

Type & date(s) of event \_\_\_\_\_

Exact time event is to begin \_\_\_\_\_

How long is event expected to last \_\_\_\_\_

Where event is to take place: provide a detailed map outlining exact route to be taken including starting and ending points (please use back of page) \_\_\_\_\_  
\_\_\_\_\_

List specific law enforcement that is requested \_\_\_\_\_  
\_\_\_\_\_

Additional needs or requests to be considered by the city (please be specific) \_\_\_\_\_  
\_\_\_\_\_

## GUIDELINES

- ✘ Completed event request must be turned in to city hall two weeks prior to scheduled event.
- ✘ All traffic and safety laws must be followed, i.e. no spinning of tires, exhibition of speed, etc.
- ✘ No consumption of alcoholic beverages will be consumed before or during the event.
- ✘ If tossing candy from any vehicle, the vehicle must remain in line with the other vehicles in the parade and toss candy as close to the curb as possible so children are not running in front of or in between vehicles in order to retrieve the candy.
- ✘ Law Enforcement must be notified of any changes in route.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

This application was approved / disapproved on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Police Chief

Notified Union Pacific Railroad (if applicable) \_\_\_\_\_

Signature

Date