

**SPECIAL NOTE:**  
 This application must be submitted *at least 30 days before* the date of the event.



**Village of Scottsville  
Public Assembly/Parade Permit Application**

**Applicant's Information:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_

**Event Chairperson's Information:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_

**Event Information:**

Type of Event \_\_\_\_\_ Location \_\_\_\_\_  
 Start Date & Time\* \_\_\_\_\_ End Date & Time \_\_\_\_\_  
*In case of inclement weather*  
 Rain Date & Time\* \_\_\_\_\_  
 Assembly Area \_\_\_\_\_ Disbanding Area \_\_\_\_\_  
 Streets/Public Areas Involved \_\_\_\_\_  
 No. of Traffic Lanes to be used \_\_\_\_\_ Max. Length \_\_\_\_\_ Speed \_\_\_\_\_  
 No. of Participants: \_\_\_\_\_ No. of Spectators \_\_\_\_\_  
 No. of Vehicles Involved \_\_\_\_\_ Type(s) of Vehicles Involved \_\_\_\_\_  
 Material Signs/Banners \_\_\_\_\_ Max Size Signs/Banners \_\_\_\_\_

\*The coordinator of the event must notify the fire chief @529-9116 if the event is postponed or cancelled. If the event is postponed, and the rain date is not used, the application for public assembly and/or parade must be resubmitted for approval.

**Office Use Only:**

Fire Department Review:	Major Event? Yes** No	_____
MCSO Zone "B" Review:	Major Event? Yes** No	_____
Town Review:	Major Event? Yes** No	_____
Village Review:	Major Event? Yes** No	_____

Restrictions/Requirements:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*If any review authority indicates "Yes" as a major event, an operations plan will be completed and the event sponsor contacted for further information/restrictions.

Approved \_\_\_\_\_ Denied \_\_\_\_\_