



Application for Event on Public Right-of-Way

Name/Business/Person: _____

Your Address: _____

Phone #: _____ Email: _____

Address of Event: _____

Date(s) of Event: _____

Description of Event: _____

1. Is this a private or public event? _____
2. For public events, do you have an entertainment permit from Homeland Security? _____
3. For public events, will you be serving alcohol? _____ If so, provide the Town with vendor information and temporary permit from Indiana Alcohol and Tobacco Commission.
 - a. If the event has over 50 people and alcohol is served, you will need security.
4. Have you notified impacted neighbors, businesses, highway dept, local government? _____
5. Provide the Town of Leo-Cedarville with a Certificate of Insurance prior to the event.
6. Will you need barricades or cones for your event? _____ If yes, provide a map or instructions for their delivery.
7. Other special requests: _____

Event permits are required for any short-term event held on public property, or in a public right-of-way, including but not limited to parades, fundraisers, 5-K runs, marathons, festivals, block parties and fairs.

The Leo-Cedarville noise ordinance is in effect for all events held within the Town limits. In general, loud music and noise must end at 10pm. Festivals and parades may be held until 12 midnight on Monday - Thursday and 1am on Friday and Saturday.

Applications may be mailed to or dropped off at the Town Hall, either in person or placed in the outside drop box located by the steps. You may also email the application to: Townmanager@leocedarville.com. Your application will be reviewed, and you will be contacted within 5 business days. Please feel free to contact the Town Office with any questions.

This event has been approved by: _____
Name, Title

Date: _____