



**APPLICATION FOR CITY OF VERSAILLES  
PARADE\* PERMIT**

**\*This application is required for organizations or groups requesting a permit to hold a parade or other event that involve access to or closure of the public right-of-way, including public streets, sidewalks, or City-owned easements. Besides parades, these may include community events or festivals, street fairs, demonstrations, marches, picket lines, rallies, and bicycle or foot races. Funeral processions are not included and do not require a permit.**

**To schedule an event at the Downtown Market and Entertainment District ("The District"), located at 105 Rose Hill Avenue, please contact Communications and Events Coordinator Amanda Wainscott at 859-537-7361 or awainscott@versaillesky.com.**

**Application for:** ☐ **Parade Permit** ☐ **Other event that involves road or sidewalk closure**

If other event, please describe:

Person Requesting Permit	Contact Phone Number
--------------------------	----------------------

Contact Email Address

Name of Organization

Organization Address

Parade or Event Contact Person Responsible for Parade or Event	Contact Phone Number
--	----------------------

**PARADE: Please Complete this section if you are applying for a parade permit**

Date of Parade	Start Time	End Time
----------------	------------	----------

Location and Route of Parade

Approximate Number of _____ Persons _____ Animals _____ Vehicles	Location of Staging Area:	
---	---------------------------	--

**EVENT: Please complete this section if you are applying for an event permit**

Date of Event	Start Time	End Time
---------------	------------	----------

Location of Event

Purpose of Event

**Please answer the following series of questions regarding your Parade or Event. Your responses will assist us in determining if additional permits and/or information are required.**

Alcohol to be sold and/or served	Y	N	Tents erected	Y	N
Vendors/Sales (including food)	Y	N	Temporary electrical power	Y	N

Open flame (like for a vigil)	Y	N	Live Music/DJ	Y	N
Proof of insurance	Y	N	Escort or traffic control required	Y	N
Parking lot closures	Y	N	Police officers required	Y	N

Please attach any flyers, maps or promotional materials for the Parade or Event.

#### INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Whereas, the City of Versailles, hereafter "City," is the owner of the streets and roads and other property within the city including the area located at \_\_\_\_\_ [write in location]; and whereas, City has agreed to allow Permittee to use the property described above for an event to be held on \_\_\_\_\_ [insert date] during the hours of \_\_\_\_\_ [insert time] to \_\_\_\_\_ [insert event purpose], but has requested as a condition of allowing that event, that Permittee indemnify the City and hold City harmless as set forth below.

Now, therefore, in return for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Permittee agrees to indemnify and hold City harmless against any and all loss, cost, or expense that City might incur arising out of or as a result of Permittee's use of the City property for the event described above. This indemnification extends to any damage to City property and any claims, suits, causes of action, attorneys' fees, court costs, judgments, and damages sustained by City arising out of Permittee's

Applicant Signature:

Date:

\*\*Return completed application to Communication & Event Coordinator, Amanda Wainscott, 196 S Main St., Versailles, KY 40383, or scan and email it to her at awainscott@versaillesky.com\*\*

#### For Office Use Only:

Application: \_\_\_\_\_ Approved by Mayor or Designee \_\_\_\_\_ Denied by Mayor or Designee

Reviewed by Mayor or Designee  
Signature:

Date:

Reviewed by Chief of Police or Designee  
Signature:

Date:

Public Works notified \_\_\_\_\_  
City Council notified \_\_\_\_\_

Date:

Date: