



VILLAGE OF WELLINGTON

DORA PERMIT APPLICATION

Application Submittal Date: _____

New DORA Application: _____

Revised DORA Application: _____

Event Name: _____

Sponsor: _____

Contact Person: _____

Phone: _____

Email: _____

Contact's Address: _____

Date of Event: _____

Event Start/End Times: _____

Put an "X" next to any of the named, qualified permit holders listed below which plan to participate in this event.

- _____ Robert C Fortney DBA Forts Olde Tavern
- _____ La Troje Mexican Restaurant LLC
- _____ Red Iron Bar & Grille LLC
- _____ Dog Tracks Diner LLC
- _____ VFW Post 6941 Wellington Memorial
- _____ Wacker Sister Pizza
- _____ Cleveland Distillery LLC

How many people do you estimate will attend (submit your best guess): _____

List where/how the event has been marketed: (i.e. Facebook, website, group meetings, newspapers, radio): _____

At least 1 Wellington Police officer, at a minimum, must be hired to provide public safety dedicated to the event during all hours that the general public will be present.

How many hours will the event be open to the public? _____

Do you need more than 1 officer? _____

If more, how many do you anticipate needing? _____

Event Area: List all the names of the streets/sidewalks, or parts thereof that will be included in the DORA event.

Will you be providing additional trash bins and port-o-jons? If so, how many of each?: _____

If you are not planning on providing them, and the village requires it due to crowd size, you will be required to provide and pay for these items. By signing this agreement, you are stating that you understand and agree with this requirement.

Applications for DORA permits must be submitted at least 2 weeks (14 days) prior to the event date in order to be reviewed and considered by the Village. **Return to Marla Lent at the address or email provided below.**

Applicant's Signature: _____



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Event Permit Application

Participant Safety is Vital!

- Prior to the beginning of a walk or run, it is important that all participants be advised to obey pedestrian regulations and cross only at intersections.
- Candy or other items may not be thrown from parade vehicles. Persons walking with a parade vehicle may hand items to viewers.
- It is the sponsoring organizations responsibility to clean up debris left over from the event. This would include any material that might fall from floats, animal manure and/or markers or signs along the route. Failure to clean up following the event will result in a \$100 clean-up fee being sent to the person and/or organization named above.

INSURANCE INFORMATION

Insurance:

If the sponsor carries commercial general liability insurance, attach a certificate of insurance to this permit. The Village of Wellington may impose additional insurance requirements for events with certain activities including, but not limited to fireworks, parades that include horses or other animals, any type of racing, bounce house and other inflatables, or distribution or consumption of alcoholic beverages. For such activities or others with a potential for personal injury or property damage, the Village reserves the right to require a certificate of insurance or other reasonable evidence of the following: 1) The Village of Wellington, its elected and appointed officials, employees and volunteers must be covered as Additional Insureds under the Sponsor's commercial general liability coverage with a limit of not less than \$1 million per occurrence: 2) coverage shall be primary and non-contributing as respects the Additional Insureds, and 3) there shall be in exclusions of coverage for the activities identified as high risk (i.e., fireworks, inflatables, etc.)

The Village of Wellington reserves the right to modify these requirements based on the nature of the risk or other circumstances.

Hold Harmless:

The Sponsor shall hold harmless, defend and indemnify the Village of Wellington, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, attorney fees, expenses, damages, judgment, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the Sponsor or any of its employees, agents, subcontractors, volunteers, or invitees arising or growing out of the event, whether by negligence or otherwise.

**FOR OFFICE USE ONLY
EVENT DETERMINATION**

Date Received: _____ Received By: _____

_____ Approve ☐ Disapprove ☐

Public Works Superintendent Date

_____ Approve ☐ Disapprove ☐

Chief of Police Date

_____ Approve ☐ Disapprove ☐

Village Manager Date

_____ Approve ☐ Disapprove ☐

Mayor Date

**FOR OFFICE USE ONLY
DISTRIBUTION LIST**

Mayor	Village Manager	Police	Public Works