

AN ORDINANCE TO ESTABLISH AN APPLICATION POLICY FOR SPECIAL EVENT PERMITS IN THE
VILLAGE OF ALEXANDRIA, OHIO

WHEREAS, the Village of Alexandria, Ohio has determined it is in the best interest of the health, safety, and stability of the Village of Alexandria, Ohio to establish an application process for special event permits within the corporate boundaries of the Village of Alexandria;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF ALEXANDRIA, STATE OF OHIO WITH A MAJORITY OF THE MEMBERS ELECTED THERETO CONCURRING THAT:

Section 1: The Council of the Village of Alexandria, Ohio adopts the Special Event Permit Application policy attached as Exhibit 1.

Passed this 2 day of September 2025

ATTEST:



Mayor Sean Barnes

 F.O.

Caroline J. Gissinger, Fiscal Officer

APPROVED AS TO FORM:



David T. Ball, Esq., Solicitor
Raymond Moats

VILLAGE OF ALEXANDRIA

4 W. Main St
PO Box 96
Alexandria, OH 43001

www.alexandriaooh.gov
740.924-2539

SPECIAL EVENT PERMIT APPLICATION

The Village of Alexandria is happy to help with your upcoming event. This application needs to be completed if you are planning an event (festival, concert, parade, public performance, car show or announced public gathering) on a public street, right-of-way or public property. This event application must be submitted at least 45-days prior to the event. No person shall engage, participate in, aid, form or start an event unless a permit is obtained from the Village of Alexandria. Alexandria is a cooperative and friendly community. In order to maintain a welcoming atmosphere, the logistics of any event must be arranged in advance to assist you and our residents in producing a safe and successful community event. This application must be completed in full and returned to the Alexandria Village Office at 4 W. Main St. or mailed to Village of Alexandria, PO Box 96, Alexandria, OH 43001 including route maps for parades or races and proof of liability insurance. Once the completed application is received, all information will be reviewed by Village staff. Should additional information be needed, Village staff will contact the event contact person. The event contact person will receive a copy of the approved permit. All requirements are pursuant to Alexandria Village Code.

Event Name (Please print or type) _____

Date(s) of Event _____

Event Sponsor _____ Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Cell Number _____ Email _____

Set-up Time/Date _____ Dismantle Time/Date _____

Event Hours _____

Description of Event _____

Number of Participants _____ Number of People Expected to Attend the Event _____

VILLAGE SERVICES BEING REQUESTED*

(*The Village reserves the right to require reimbursement for the cost of all services provided by Village staff.)

<input type="checkbox"/> Alexandria Police Department	<input type="checkbox"/> Service/Street Department
<input type="checkbox"/> Fire Department/EMT/Ambulance	<input type="checkbox"/> Electric
<input type="checkbox"/> Water & Sewer Services	<input type="checkbox"/> Other

If an event includes a parade, race, or run/walk, please describe route and attach a proposed map. Uniform detour routes and parking will be in effect at the discretion of Alexandria Village staff .

LOGISTICS

******Police and fire emergency vehicles must have access to all street locations at all times.**

Do you require road closure(s)? ☐ yes ☐ no List specific roads or portions of roads to be closed:

Will normal operations of residents or businesses be affected by your event? ☐ yes ☐ no

If yes, please attach a draft copy of the notification letter for Village approval before being sent to the affected residents/businesses.

Please describe your traffic, parking and overflow plan _____

A map of any parade, race, or run/walk must accompany all applications.

Will you require barricades? ☐ yes ☐ no quantity _____

Location where barricades should be delivered. _____

Will you request restricted or no parking signs be posted? ☐ yes ☐ no

If yes, provide date(s) and time(s) of restricted parking. _____ date(s) _____ time(s)

Will you request on-street parking removal by the police department? ☐ yes ☐ no

Will you request Alexandria Police Department safety/traffic control services or services by another security provider? ☐ yes ☐ no If yes, list what services will be required:

Will you need on-site first aid provider? ☐ yes ☐ no If yes, name of provider _____

Will this event require temporary signage? ☐ yes ☐ no If yes, you will need to contact the Village Planner for a temporary sign permit and regulations.

Describe your clean-up plans both during and after the event. _____

Logistics

Check appropriate category below and fill in details. If no applicable, mark as N/A.

Alcohol	Will alcohol be served? <input type="checkbox"/> yes <input type="checkbox"/> no	Will alcohol be sold? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, by whom?
Amplified Sound	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> acoustic <input type="checkbox"/> amplified	Village noise code prohibits loud noise between the hours of 10pm and 8am
Animals	How many? _____	Species? _____
Booths/Vendors	How many booths? _____ How many vendors? _____	Location _____ Location _____
Electricity Source <small>If you will be connecting to a Village electrical source, a Village staff member must be there when the electric is attached and detached. Electrical service not returned to its original state will be charged \$100 by the Village.</small>	Generators <input type="checkbox"/> yes <input type="checkbox"/> no	How many? _____ Size? _____ _____
Fireworks/Fire Performance	<input type="checkbox"/> ground <input type="checkbox"/> aerial	Pyrotechnic company _____
Portable Restrooms	How many? _____	Handicapped accessible <input type="checkbox"/> yes <input type="checkbox"/> no
Rides	How many? - _____	Type _____ _____
Staging/Scaffolding	How many? _____	Height _____ _____
Tents/Canopies	How many? _____	Size _____ _____
Vehicles/Floats	How many? _____	Size and gross weight _____ _____
Solid Waste Containers	Will you provide solid waste receptacles? <input type="checkbox"/> yes <input type="checkbox"/> no	How many? _____
Open Flame or Cooking	<input type="checkbox"/> yes <input type="checkbox"/> no	Describe facilities _____ _____
Compressed Gas Cylinders	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, describe _____ _____

Insurance and Indemnification

Indemnification—Hold Harmless

I understand that I am requesting the use of a specific area of public property for the purpose of the event described above. The applicant agrees to defend, indemnify and hold the Village of Alexandria, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgments including the attorney's fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or the result of activities or appliances of the applicant, their employees or otherwise, except for the sole negligence of the Village. The applicant further agrees to comply with all provisions of the Village Code including and understand and will abide by the terms thereunder. This permit may be revoke at any time.

Event Sponsors' Name

Authorized Signature

Date

Insurance

The applicant shall be required to provide a certificate of insurance with this application to insure against claims for injuries to persons or damage to property which may arise from or in connection with this event. Public liability and property damage insurance shall cover the participants, products-complete operations and contractual liability with limits of no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate with the Village of Alexandria named as an additional insured.

Permit Approval

In accordance with the provisions of Sections 311.02 and 711.01, the Village of Alexandria has reviewed this application and hereby **GRANTS** (☐) **DENIES** (☐) the issuance of the permit in accordance with the above information and the Village of Alexandria Code. Failure to do so may result in a permit being revoked and/or any other appropriate penalties as provided by law.

SPECIAL RESTRICTIONS

Village Administrator or Designee

Date