

STREET CLOSING/SPECIAL EVENT REQUEST



A Street Closing/Special Event request form must be completed and submitted to the City Manager's Office 30 days prior to the closing/event date. A Request form is required for each date involved unless a continuous closure/event.

Date of Event: _____ Event Name: _____

Type of Event: Parade Festival Block Party Run/Walk Other: _____

Is this a public or private event? Public Private Will there be an admission fee for the event? Yes No

Sponsoring Organization/Group: _____

Requesting/Responsible Individual: _____

Address: _____ City: _____ State: _____

Contact Phone: _____ Contact E-mail: _____

Proposed Street Closure/s:

Street Name: _____ From: _____ To: _____

Street Name: _____ From: _____ To: _____

Street Name: _____ From: _____ To: _____

Parade or Run/Walk Route (also attach map): _____

Time Period of Closure: Start Time: _____ End Time: _____

Will the event involve the sale/dispensing of alcoholic beverages? YES NO

If alcoholic beverages will be dispensed, the applicant is responsible for obtaining any applicable and required City/State license/permit. If alcoholic beverages are dispensed, the applicant may be subject to criminal penalty if under-aged persons are consuming or possessing such beverages. Consumption of alcoholic beverages are prohibited on City streets and public right-of-way unless the applicant has obtained the required permit/license from the City and, if applicable, the State. Applicants shall refer to Chapter 4 of the City Code which regulates alcoholic beverages.

Street Closing/Special Event Restrictions/Requirements:

- 1) A Wellington Street Closing/Special Event Request form must be submitted to the City Manager's Office at least thirty (30) days prior to the date of the proposed street closing/special event. The request will be scheduled for consideration at a following meeting of the Governing Body.
- 2) Only those city streets with a speed limit of 40 miles per hour or less will be considered for temporary partial closure.
- 3) A closed street prohibits all motor vehicle traffic. Motor vehicles, as defined by Ordinance 26-29, Standard Traffic Ordinance, includes but is not limited to golf carts, all-terrain vehicles or micro utility trucks, shall not be operated on streets that are closed, except vehicles operated by city staff in the course of their employment as may be necessary or by authorized event staff for a necessary purpose in conducting the event.
- 4) For any street closure in a residential area, the applicant is required to obtain a signature of the owner/occupant of properties within the closed area indicating the owner/occupant's support or non-support for the closure. Signatures shall be on a City provided form.

- 5) Fire hydrants on the closed street/s shall not be obstructed. A minimum ten (10) foot unobstructed path must be maintained for emergency vehicle access to the street throughout the closed area.
- 6) Barricade equipment will be provided by the City of Wellington Street Department. The applicant will contact the Street Department, 19 Industrial Ave, phone 620-326-7831 to schedule the delivery of the barricade equipment. Barricades will be delivered during business hours of the last working day before the closure/event and will be picked up the first working day after the closure/event. Setup and take down of the barricades shall be the responsibility of the applicant.
- 7) No stakes or penetrations may be made through the street or right-of-way surface.
- 8) No disposal of any substance other than water and/or ice into the storm sewers.
- 9) Any marking on the street may be done in chalk, washable material, or non-permanent marking paint. No permanent marking materials shall be used.
- 10) Promptly following the conclusion of the closing/event, the applicant shall clean the street and/or right-of-way equivalent to its condition prior to the temporary closure.
- 11) The applicant shall conduct all activities in such a manner that the health and safety of the public is not negatively impacted.
- 12) Any person or persons for whom a Street Closing has been approved shall be liable for any loss or damage to any City of Wellington property arising out of the street closing/event.
- 13) The City of Wellington will not be responsible for any costs for establishing, running or maintaining the closure.
- 14) The applicant shall hold the City harmless from any and all claims and/or damages and costs of litigation arising out of the street closing/special event. As a condition to the approval of any street closing/special event, the City may require the applicant to provide insurance to indemnify and hold the City harmless.
- 15) Disposition of Street Closings/Special Events requests is administrative in nature under the authority of the City Manager and the Wellington City Council.
- 16) Approval of the request is subject to other conditions that may be specified by the Wellington City Council or City Manager.
- 17) The City of Wellington maintains the right to cancel approval of the road closure at any time.

I, the undersigned, having read and understood the City of Wellington Street Closing/Special Event Restrictions/Requirements, do hereby petition, for the closure of the above named street/s. I agree to comply with the provisions of the Restrictions/Requirements and any other conditions imposed by the City of Wellington.

Signature of Applicant

<u>For Office Use Only</u>	
Approved by:	
Police _____	Approved by Council: _____
Fire _____	Party Notified: _____
Public Works _____	Copied & Distributed: _____
	Police, Fire, Public Works, Streets, Parks, WWTP, ED, & Sumner County E911.



Signature Approval for Street Closing _____

We, the undersigned, do hereby acknowledge the proposed street closing for the event of _____

held on the date of _____ with the street closure time from _____ a.m./p.m. to _____ a.m./p.m..

***Please check the appropriate box indicating if you support the Street Closing. The level of support from the residents/business of the closed area will be taken into consideration when the City Council considers approval. **The Street Closing will be considered at a future meeting of the City Council.** ***

NAME	STREET ADDRESS	DATE	SUPPORT CLOSURE	
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	/	/	<input type="checkbox"/> Yes	<input type="checkbox"/> No