

# Application for Street Closure Permit

## Fillable Form

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Chairperson *(if not applicant)*: \_\_\_\_\_ Phone #: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone #: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Is this event for profit? \_\_\_\_\_ If yes, amount of any entrance fee \$ \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time: From: \_\_\_\_\_ a.m./p.m. To: \_\_\_\_\_ a.m./p.m.

If more than 1 day please indicate date range: \_\_\_\_\_ to \_\_\_\_\_

# of vehicles expected: \_\_\_\_\_ # of persons expected to attend: \_\_\_\_\_

Location and/or portion of public way to be occupied (attach sketch if necessary):  
Please include specific address(es), as applicable.

\_\_\_\_\_  
\_\_\_\_\_

Purpose of event: \_\_\_\_\_

Request use of Town barricades: \_\_\_\_\_

Request police assistance: \_\_\_\_\_

Amplified sound: \_\_\_\_\_

Have all persons abutting said street been notified of this activity: \_\_\_\_\_

The foregoing statements are true based on my best information and belief.

\_\_\_\_\_  
Applicant's Signature

Date

# Street Closure Permit Information

- Include a \$100 refundable Security Deposit with this application (Surety Bond or a check in the amount of \$100) to guarantee the clean-up of the site, removal of any debris and return of Town barricades, if applicable. Make check payable to: Town of Normal.
- This application including the Indemnification Agreement (below) must be completed, signed and received by the Town at least 2 or more weeks before the event (*4 weeks prior notice is recommended*).
- If there will be Amplified Sound you must first obtain a Public Address Permit from the Normal Police Department (100 E. Phoenix Avenue). Take this application with you. \$20 fee applies. If applicable, include Public Address Permit with this application.
- If there will be more than 300 attendees *and* alcohol will be served you must first obtain a Mass Gathering Permit from the Normal Police Department (100 E. Phoenix Avenue). Take this application with you. \$100 fee applies. If applicable, include Mass Gathering Permit with this application.
- Obtain State Highway Closure Permit if activity on State Highways.
- Alcohol is not permitted on the public right-of-way.

## **Indemnification Agreement**

It is agreed that Applicant shall indemnify and save harmless the Town against any and all claims, losses, damages and liabilities arising from any accident, injury, or other occurrence caused by any reason as to any person or to the property of any person occurring during the term of this Permit arising out of Applicants use of the property hereby permitted, and Applicant further agrees to indemnify and save Town harmless from any and all loss or damage to public property occasioned by or arising or resulting from any act on the part of Applicant or any of its agents, servants, or employees arising out of Applicant's use of the property hereby permitted.

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Applicant's Signature

Date

Mail application with deposit check to:

Town of Normal  
Street Closure Permit Application  
11 Uptown Circle, P.O. Box 589  
Normal, IL 61761

cc: Fire Department, Police Department, Public Works Department, Engineering Department