

Main Street Winchester

Application for 19 N. Main Parklet Closure/Usage

Date of Event: _____

Event Name: _____

Please send your application to City Manager Mike Flynn at MFlynn@WinchesterKY.com and Main Street Winchester at RBoyd@WinchesterKY.com, as well as Police Administration Wendy Horseman at WHorseman@WinchesterKY.com.

It shall be the responsibility of the organization to meet with the Police Department before approval by the City Commission. Police Chief appointments may be made Monday through Friday 8 a.m. to 4 p.m. at 859-745-7400. Applications must be received by Police Department ASAP and events may be limited due to conflicting dates. **YOU ARE REQUIRED TO CLEAN UP AFTER YOUR EVENT.** Failure to do so will result in monetary fine up to \$250 dollars and future restriction/banning of your organization's events in the Parklet.

I have read the above statement and will comply with requests: []

Name of Contact: _____ Email: _____

Alternate Contact: _____ Email: _____

Address of Organization: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Type of Event (circle): Festival Car Show Other: _____

Times Closures Requested: _____

Event Start Time: _____ Event End Time: _____

****ALL REQUESTS MUST BE MADE IN WRITING TO THE CITY COMMISSION. PLEASE PROVIDE TO THE CITY COMMISSION THE FOLLOWING:**

Written Request to City: []

Certificate of Liability Insurance: [] (If applicable. City must be indemnified as to liability and noted on certificate of insurance and a copy provided to the City).

Signature of Organizer: _____

Police Chief or Designee: _____