

Village of Spencerville

Request for Street Closure

Date _____

Name of Organization: _____

Date(s) of proposed closure: _____

Hours of operation: _____

Street tentatively to be closed: _____ from _____ to _____ (location)

Purpose of event/function: _____

Contact person (s): _____

Phone Number: _____

Additional needs from Village (water, electricity, security, etc.): _____

(Specifics will be communicated with the Village Administrator and Chief of Police)

This form is non-binding nor is it a contract of any sort. The sole purpose of this form is for an exchange of information in preparation for an event to be held in the Village of Spencerville within the public right-of-way. Advance notice is needed for potential detours, signage construction and notification of the motoring public as well as higher Jurisdictions. Affected areas shall be free of trash and debris prior to the re-opening.

Please present this form to Village Council at a regularly scheduled Council meeting well in advance of your proposed event to better help the Village and your Organization prepare a seamless plan from which we both can work. In addition, please have a representative of your Organization present to answer any questions which may arise from this request. Village Council has the right to approve, modify or deny any request made for public right-of-way use.

It is the Village's intent to help facilitate functions within the Village which are beneficial to the community. Communication is imperative to the process. Please keep all parties informed of changes or modifications which may occur during the progression of your upcoming event.

Thank you for considering Spencerville for your event!