

SIGNATURE	PRINT LAST NAME	ADDRESS

TENTS

IF YOU WISH TO PLACE A TENT ON THE STREET YOU MUST DO THE FOLLOWING AT LEAST ONE MONTH IN ADVANCE:

- 1) SEND A LETTER TO THE COMMON COUNCIL REQUESTING PERMISSION TO PLACE THE TENT.
- 2) SUBMIT A CERTIFICATE OF INSURANCE IN THE AMOUNT OF \$1,000,000 FOR LIABILITY.
- 3) COMPLETE A HOLD HARMLESS AGREEMENT WITH THE CITY ATTORNEY'S OFFICE.
- 4) OBTAIN A TENT PERMIT (\$30 FEE) FROM THE BUILDING DEPARTMENT.

SUBMIT COMPLETED APPLICATION IN PERSON TO:

THOMAS EEG
ASSISTANT COMMISSIONER OF PUBLIC WORKS
ROOM 304 – CITY HALL