



# 5k Permit Application

## City of Morehead

Application Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

5k Chair & Phone Number: \_\_\_\_\_

Date of 5k: \_\_\_\_\_

Route of 5k (Starting Point to Ending Point) Please attach \_\_\_\_\_  
to permit if necessary: \_\_\_\_\_

Approximate number of people participating: \_\_\_\_\_

Name of Race Management Team Assisting with race \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Additional Hours Needed for setup/tear down \_\_\_\_\_

List any additional groups/partners for the race \_\_\_\_\_

If Road(s) need to be closed, what time will be needed \_\_\_\_\_

Total Fee: \_\_\_\_\_ Collected by: \_\_\_\_\_

\*Please be aware there may be additional fees and paperwork that will need to be submitted. Check with MPD for any additional application components.

Signature of Event Organizer: \_\_\_\_\_

Signature of MPD: \_\_\_\_\_

Signature of Mayor: \_\_\_\_\_

\*\* Event is not placed on public calendar until all fees have been paid and liability insurance has been submitted\*\*

1. The permit fee is \$25.00. The following fees may be assessed if required:
  - a. \$150 will be assessed if the parade or event will require the use of Public Works for clean-up of streets (if your parade will be distributing materials from participants and/or horses will participate.
  - b. \$250 – Police/Public Works support for roadblocks and parade oversight
  - c. \$25 – Extra barrier
2. Event liability insurance is required for all events.