



## SPECIAL EVENT PERMIT APPLICATION

**Please return completed packet and \$75.00 non-refundable application fee to:**  
**[parksandrecreation@grandviewheights.gov](mailto:parksandrecreation@grandviewheights.gov)**

This form is used by a **requestor** for permission to use or have use of public rights-of-way, including roadways and/or sidewalks for the purpose of offering the public a community-based activity. The submission of this form does not guarantee the use of City spaces and may include contingent requirements and permits that must be secured prior to granting permission of such activity. The Parks & Recreation Department will accept applications up to **one year** in advance of an event. The deadline to submit an application is **120 days prior to the event**.

A Special Event Permit is required if your event meets at least one of the following criteria listed below:

- Closure of a street (does not include residential block parties);
- Event requires use of the public right-of-way (parks, roads, sidewalks, alleys, etc.);
- Over (4) 10 ft. x 10 ft. pop-up tents, tents larger than 10 ft. x 10 ft. or other temporary structures;
- Events with citywide marketing and promotion, including social media postings.

### PRE-SUBMISSION CHECKLIST

Please verify the following items are included in your submitted application. Any applications with missing items will be marked incomplete and will not be considered for approval.

\_\_\_ **Special Event Permit Application**

\_\_\_ **Certificate of Insurance**

\_\_\_ **Special Event Permit Application Fee (payable online)**

\_\_\_ **Emergency Action Plan**

\_\_\_ **Event Site Plan**

### Fees and Costs

Please review the [Event Fee Schedule](#). The applicant and/or organization will be billed for event costs prior to the event. All costs are due upon receipt of approved permit or by date specified on the permit. The City may require additional personnel if deemed necessary by the Director of Recreation and Parks, Police Chief, Fire Chief, Mayor or their designees, at the cost of the applicant. If additional costs are incurred leading up to or during the event, another invoice will be provided.

### Cancellations/Refunds/Rescheduling

All cancellations must be made in writing to the Parks & Recreation Director. Application fees are non-refundable and non-transferable to another event. Cancellation of the event by the applicant **more than 30 days prior** to the permit start date will result in a full refund, less the non-refundable application fee. No refund will be issued for cancellations by applicant less than 30 days prior to the permit start date, or by approval of the Parks & Recreation Director. Requests to utilize a rain date must be submitted to the Parks & Recreation Director in writing.

Refunds will not be granted for permits which have expired or been revoked, or after the City has commenced rendering services. All refunds will be made payable to the applicant listed on the permit at the address provided on the application. The City reserves the right to cancel or relocate events due to poor weather and/or turf conditions prior to or on the day of the event, if it may cause excessive damage to City property. Refunds will not be granted for inclement weather or City emergencies. Permits may not be transferred or reassigned under any circumstances.

### **Denial or Revocation of a Special Event Permit Application**

An application may be denied based on an incomplete application being submitted or if the event is advertised prior to an approved permit being issued to the applicant. Advertising includes but is not limited to social media, web, flyers, or registrations being accepted.

An applicant may be denied the opportunity to reserve a City park or facility if it is determined by the Recreation and Parks Department that the intended use is not appropriate for the requested facility due to anticipated attendance, availability, pending facility construction or planned repairs, inadequate infrastructure (utilities, parking), unreasonable impact on public access and/or the department's ability to operate the requested facility in the manner in which it is intended. The Director of Recreation and Parks may also consider past performance of the applicant, provided there is proof that the applicant has previously violated conditions of park/facility use, permit requirements from other City Departments, or has unresolved financial obligations with the City Departments.

The City reserves the right to deny or revoke a Special Event Permit if the applicant makes a false statement of material fact on the application, has not paid all fees, has previously damaged City property, made misrepresentations, or the event is in violation of any provision of the permit. All outstanding fees from a previously held event must be paid in full before a newly submitted Special Event Permit Application will be considered. The permit shall also be denied or revoked if the Director of Recreation and Parks, Police Chief, Fire Chief, Mayor or their designee determine the event poses a serious threat to public health, safety or welfare, or if the City determines that the number of events occurring on or near the same date or in the same vicinity creates an unreasonable demand of City staff or resources. This includes but is not limited to other unforeseen circumstances requiring staff time such as a natural disaster, regional event, or emergency.

The City has the authority to close any event activity which is not in compliance with City regulations. City representatives shall have access to event premises at all times.

### **Post-Event Inspection and Restoration**

The post event inspection will evaluate removal of all event-related trash from the area used. Lawn areas shall be intact without ruts, broken tree limbs, and areas where event waste has been dumped by vendors or patrons. The City reserves the right to charge the applicant for any costs associated with work that is required due to the failure of an event coordinator or associates, employees, volunteers, sub-contractors and other agents to return City property in the same condition it was provided at the onset of permitted use.

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## **Event Rules & Requirements**

### **Alcohol**

Ohio's liquor control laws contain special provisions designated to allow non-profit organizations to obtain [temporary liquor permits](#) to sell or serve alcoholic beverages at special events. The most widely utilized are the "F" and "F-2" permits. Temporary liquor permits cannot be issued to for profit entities. A permit is required if a qualified organization intends to provide beer, or liquor (wine, mixed beverages or spirituous liquor) either for sale by the drink or through the use of an entrance fee or cover charge.

### **Road Closures**

The closure of any public right-of-way may require traffic control devices and/or personnel. The City has a limited number of barricades. If additional devices are required, they may be rented from a third-party vendor at the cost of the applicant. The City also has limited personnel available for each event to assist with traffic control. The City will determine which personnel are required based on the details of the event.

## **Tents**

Tents less than 400 square feet must be anchored by water ballasts (barrels) or concrete ballasts. Water required for filling water ballasts must be provided by the tent supplier. The Division of Fire will not fill water barrels to anchor tents. Ballasts must have a minimum weight of 35 pounds per leg and the capability of anchoring tents during high winds.

Tents over 400 square feet require a separate permit. The Division of Fire will determine the correct permit based upon the details provided. No tent stakes may be driven into any asphalt, brick, or concrete surface. All tents must be anchored with water ballasts (barrels) or concrete ballasts capable of anchoring the tents during high winds. The use of tents may be revoked if a public safety concern arises, such as inclement weather, inadequate ballasts, or high winds.

## **Electrical**

Limited electricity is available in some locations. Permission to access electricity is contingent upon the approval of proposed electrical connections, available amperage, payment of applicable fees, and the presence of qualified City personnel and/or City contractor to make the connection. Access to electric distribution panels is not guaranteed. Any electrical connections should be made through a GFI outlet. Extension cords must not exceed the amperage rating for the cord. No daisy chains or multi-plug adapters are allowed. The Building Department will determine if an electrical inspection is required based on the equipment being used.

## **Portable Generators**

Portable generators may be used to provide supplemental electricity as approved. Refueling of a generator while it is running is prohibited. A fire extinguisher must be located within 20 feet of the generator at all times.

## **Food & Cooking**

Anyone selling food for a charge or required donation must obtain either a Mobile or Temporary Food Service License. Mobile Food Service Licenses allow food vendors to sell food, throughout the year, anywhere in Ohio and are available at any local or county health department in the state.

Grease, ash, or wastewater cannot be dumped anywhere on City property or in City waste receptacles. When cooking with charcoal, a metal can with capacity to hold hot ash must be available. Vendors must also have access to at least five gallons of water. Discharging waste into sewers, storm drains or waterways is illegal. Grease, ash and wastewater containers should be placed on tar paper or cardboard to prevent additional clean-up costs due to damages/stains caused by accidental spills.

## **Restrooms**

The applicant is responsible for arranging to have adequate restroom facilities available for event patrons. Portable restroom providers can assist applicants with determining the quantity that will be needed to meet the needs of the projected attendance. It is recommended that one (1) portable restroom be ordered for every 100 event participants. Additional restrooms may be required based on estimated attendance. It is recommended that a minimum of one hand washing station be available for every 10 portable restroom units. Applicants should plan accordingly for ADA accessibility to portable restrooms. Restroom accessibility for persons with disabilities must be incorporated into the event plan and location of these facilities must have unobstructed access. ADA requires that at least five percent of a single user portable toilet cluster at a single location be wheelchair-accessible (this equates to roughly one wheelchair-accessible unit for every 20 regular restrooms for public events). Portable toilets must not be placed next to or directly on top of a storm drain, public sidewalk, in front of businesses or residential dwellings.

## **Movie License**

It is the applicant's responsibility to comply with all federal, state and local licensing requirements when hosting an event within a public park. To show an outdoor movie to a viewing audience on public property, applicant must secure public performance rights for the movie to be shown. Public performance rights can be obtained by contacting one of the licensing companies that represent the Motion Picture Association. Failing to pay licensing fees is considered infringement and carries significant penalties.

**A completed application includes the application below, an Emergency Action Plan, Event Site Plan, and certificate(s) of insurance. Additional information on these items is available on pages 5 & 6.**

### **SPECIAL EVENT PERMIT APPLICATION**

Primary Contact: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization (e.g. Not-for-Profit): \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

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

Secondary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Purpose/Goal of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Number of Event Staff Provided by Applicant: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Tear-Down Time: \_\_\_\_\_

Will alcohol be served pursuant to an approved permit? \_\_\_\_\_

If yes, has the permit process been initiated with the Ohio Liquor Control? \_\_\_\_\_

**Request for use during event provided by applicant (Check all that apply):**

- \_\_\_\_ Tents (provide size) \_\_\_\_\_
- \_\_\_\_ Grills/Fryers \_\_\_\_\_
- \_\_\_\_ Generators (provide model and size) \_\_\_\_\_
- \_\_\_\_ Barricades \_\_\_\_\_
- \_\_\_\_ Dumpsters (list vendor and quantity) \_\_\_\_\_
- \_\_\_\_ Lighting \_\_\_\_\_
- \_\_\_\_ Vending or Mobile Food Trucks (list vendors) \_\_\_\_\_
- \_\_\_\_ Food Prep \_\_\_\_\_
- \_\_\_\_ Portable Toilets (list vendor and quantity) \_\_\_\_\_
- \_\_\_\_ Extension Cords \_\_\_\_\_
- \_\_\_\_ Air Supported Structures (list vendor and quantity) \_\_\_\_\_
- \_\_\_\_ Parking Control \_\_\_\_\_

**Request for City resources during the event: (Check all that apply):**

- \_\_\_\_ Use of City Water Tap      \_\_\_\_ Safety Personnel for Security or Traffic/Parking
- \_\_\_\_ Use of City Electric      \_\_\_\_ First Aid Personnel
- \_\_\_\_ Barricades      \_\_\_\_ Fire Extinguishers
- \_\_\_\_ Dumpsters

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### **Emergency Action Plan [EAP]**

A basic emergency response plan must be included and once approved, communicated with event staff, police/security personnel and on-site first aid providers. A written plan should include the following minimum provisions:

- Identification of who will make key decisions such as canceling the event;
- Name and cell phone number of Event Manager;
- Plans for communicating with event staff, volunteers, vendors, on-site police and first aid providers;
- Procedures for reporting emergencies to event staff and emergency service providers;
- Methods for safely managing site evacuation in the event of an emergency;
- List of primary and secondary evacuation routes and safety shelters;
- Steps for caring for injured participants and lost children;
- Steps for securing potentially dangerous items (tents, signage, propane tanks and items that can be propelled by high winds);
- Plans for evacuating tents during high winds;
- Access to real-time local weather forecast;
- Plans for a back-up public address system for announcements (generator or megaphones);
- Methods for distributing emergency supplies to staff and volunteers.

### **Event Site Plan**

Detailed event site plans are required with your application submission. They must be legible, to scale, or labeled with dimensions of each item. The plan must include a “site plan key” which identifies the size of items on the plan, and where required, the distances between permanent structures and temporary event items. A site map containing the following:

- Event boundaries including street names;
- Location of event entrances/exits, the width of exits and location of exit signs;
- The distances between existing structures and temporary structures used for the event;
- The distance between temporary structures and property lines;
- A diagram showing any covered or fixed seating and/or table areas (with 44” aisle widths);
- Numbers, sizes and locations of tables and chairs;
- Location of any fencing including type, height, gate size and locations, and location of exit;
- Location and type of all cooking operations and distances from other cooking operations; cooking equipment cannot be within 10 feet of any combustible material;
- Mobile food vendors should be separated by 10 feet of space. No open flame cooking is permitted under a tent or canopy or in front of vendor booths;
- Location of fire hydrants and site entry points for emergency vehicles;
- Location of all tents with dimensions and intended use. If side walls are used on a tent, indicate where, how many sides will have walls, and note when sidewalls will be used (during the event, overnight etc.);
- Location of stages, platforms, amplified sound, traffic barricades, fire extinguishers, first aid locations, dumpsters, fuel stations, propane tanks, generators, heaters, supply vehicles, parking areas, and the event headquarters;
- Location of portable restrooms and quantity (indicate number of wheelchair-accessible restrooms)
- Indicate emergency evacuation routes and access for emergency vehicles within 150 feet of the venue.
- Tents on public property must have a handicap accessible route;
- A 12-foot fire break is required between permitted temporary structures and existing structures

## **Insurance**

No later than three (3) business days before the event, the City must be provided with the necessary certificate(s) of insurance, reflecting the requirements as follows:

- Applicant agrees to furnish and keep in force the following insurance throughout the term of this Agreement:
- Statutory Worker's Compensation Insurance, as evidenced by a copy of applicant's most current certificate of premium coverage, if applicant has employees;
- Commercial General Liability Insurance including products and completed operations coverages of not less than \$1,000,000.00 per occurrence with a \$2,000,000.00 per location aggregate. Such policy shall include the City of Grandview Heights as an additional insured, and shall include a Waiver of Subrogation in favor of the City.
- Liquor Liability: If alcohol will be served at any time on the premises, applicant shall obtain Liquor Liability Insurance with limits of not less than \$1,000,000 per occurrence and in the aggregate. Such policy shall include the City of Grandview Heights as an additional insured, and shall include a Waiver of Subrogation in favor of the City. It is applicant's responsibility to ensure that no underage persons serve or consume alcohol, and that all persons authorized by applicant to serve alcohol have been trained in accordance with the Ohio Liquor Control Commission's guidance.
- Applicant shall provide a Certificate of Insurance to the City evidencing the required coverages. The Certificate of Insurance must remain current during the period of applicant's use of the City's premises. All policies of insurance must be written by insurance carriers licensed to do business in the State of Ohio with an A.M. Best's rating of not less than A: VII. All liability policies obtained by applicant shall be endorsed to be primary and non-contributory to policies of the Licensor.

The minimum limits of any insurance coverage required to be carried by applicant shall not limit applicant's liability under the indemnity provision herein for any uninsured losses or costs incurred by Licensor.

**INDEMNIFICATION:** Except for the gross negligence or willful misconduct of the City, applicant shall defend, indemnify and hold harmless the City from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action arising from the applicant conducting its business at the leased premises. This obligation exists whether injury or damage from the conduct of applicant's business is personal injury or property damage occurring on the leased premises. This obligation to defend and indemnify includes indemnification for reasonable legal and investigation costs and all other reasonable costs, expenses incurred with respect to a claim. This obligation shall survive expiration or termination of this Agreement.