APPLICATION FOR COURTYARD PERMIT

EVENT INFORMATION

NAME OF EVENT	
DAY/DATE/TIME OF EVENT	
EVENT PROCEEDS BENEFIT	

CONTACT INFORMATION

NAME			
SPONSORING ORGANIZATION			
ADDRESS			
CITY, STATE, ZIP			
ORGANIZER PHONE	MOBILE/HOME	OFFICE	
DAY-OF EVENT PHONE			
EMAIL			

IS APPLICANT A 501(C)(3)? YES NO If so, please attach documentation with this application.

TYPE OF EVENT

FESTIVAL MARKET/FAIR RALLY OTHER

IF YOU SELECTED "OTHER" PLEASE DESCRIBE:

ARE YOU REQUESTING THE USE OF CITY HALL RESTROOMS? YES NO

PLEASE DESCRIBE THE DETAILS OF YOUR EVENT OR INTENDED USE. IF APPROVED, RESTROOM USAGE WILL INCUR A \$40 PER HOUR FEE FOR STAFFING AND MAINTENANCE.

EVENT SET UP

	DAY	DATE(S)	TIME
SETUP TIME BEGIN			
TEAR DOWN TIME			
RAIN DATE			

EXPECTED ATTENDANCE

DAY ONE	SPECTATORS	PARTICIPANTS	
DAY TWO*	SPECTATORS	PARTICIPANTS	
DAY THREE*	SPECTATORS	PARTICIPANTS	

*If applicable.

TENTS, PORTABLE TOILETS AND OTHER STRUCTURES

Only tents 10 ft x 10ft or smaller may be used. No stakes may be used for tents. The City suggests using water-filled barrels or concrete-filled buckets.

WILL TENTS BE USED?	YES	NO		
QUANTITY OF TENT(S) TO E	BE USED:			
WILL PORTABLE TOILETS BI	E USED?	YES	NO	
QUANTITY:		_		
PORTABLE TOILET DELIVER	Y DATE: _			
PORTABLE TOILET PICKUP I				

DESCRIBE ANY OTHER STRUCTURES YOU WILL BE USING. THIS INCLUDES INFLATABLE DECOR, VENDING CARTS OR TABLES:

SIGNAGE

DO YOU INTEND TO PLACE DIRECTIONAL AND/OR PROMOTIONAL SIGNAGE IN THE AREA? THIS INCLUDES BUT IS NOT LIMITED TO: YARD SIGNS, FLIERS, ETC. ALL SIGNAGE IS SUBJECT TO CODE ENFORCEMENT GUIDELINES.

YES NO

DESCRIBE YOUR SIGNAGE PLAN IN DETAIL:

SAFETY AND SECURITY

WILL YOU REQUEST WESTERVILLE POLICE SAFETY SERVICES?	YES	NO
WILL YOU REQUEST ON-SITE WESTERVILLE EMERGENCY SERVICES?	YES	NO

DESCRIBE PROPOSED SAFETY PLAN, INCLUDE NUMBER OF PERSONNEL AND PROPOSED SOURCE PERSONNEL:

FOOD AND BEVERAGE

By submission of this application, the Applicant agrees to be solely responsible for assuring that each food vendor and every food handler has the appropriate permits and licenses. For further information, contact the appropriate County Board of Health office.

WILL FOOD BE **SERVED** AT YOUR EVENT?

WILL FOOD BE **SOLD** AT YOUR EVENT?

YES

NO

DESCRIBE THE TYPE OF FOOD AND BEVERAGE, INCLUDING FOOD TRUCKS, TO BE SERVED:

ELECTRIC

WILL YOUR EVENT REQUIRE ELECTRICITY THAT CANNOT BE PROVIDED BY A PORTABLE GENERATOR?

YES

NO

IF YES, PLEASE EXPLAIN WHAT WILL NEED TO BE POWERED SEPARATELY BY WESTERVILLE ELECTRICITY:

ITEM(S)	LOCATION	GENERAL DESCRIPTION OF POWER REQUIREMENTS

APPLICATION AGREEMENT AND SIGNATURES

I certify that I have read, understand and agree to abide by the policies and procedures of the City of Westerville as they pertain to the event I am proposing and the Courtyard Permit I am hereby requesting. I also agree to comply with any special instructions noted on the approved permit. I understand that additional restitution for any damages to the courtyard or City property incurred during use will be my responsibility.

DATE OF APPLICATION:		
PERMIT APPLICANT:		
	PRINTED NAME	SIGNATURE
POSITION/TITLE:		

Completed permit application forms should be completed and returned no less than 10 days prior to the planned event date. Please allow 5 days for processing.

Application may be submitted by email to specialevents@westerville.org or mailed to:

CITY OF WESTERVILLE COMMUNITY AFFAIRS ATTN: SPECIAL EVENTS 21 S. STATE ST. WESTERVILLE, OHIO 43081

Questions? Contact (614) 901-6400 or specialevents@westerville.org