

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 BE USED: _____

WILL PORTABLE TOILETS BE USED? YES NO

QUANTITY: _____

PORTABLE TOILET DELIVERY DATE: _____

PORTABLE TOILET PICKUP DATE: _____

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

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