

# APPLICATION FOR SPECIAL EVENT/PARADE PERMIT

## I. EVENT APPLICATION FEE

1. The application fee for this permit is \$100 (\$50 for nonprofits). Qualification for the reduced nonprofit fee requires the review and approval of an IRS 501(C)(3) form naming the applicant's organization.
2. Fee is non-refundable.
3. Checks may be made payable to the City of Westerville.

## II. APPLICATION PROCEDURE AND TIMELINE

Application for a Special Events Permit may be submitted by mail in person to the Community Affairs Division or emailed to [specialevents@westerville.org](mailto:specialevents@westerville.org)

1. The signatory on this permit application is the Applicant and agrees to the following:
  - a. The Applicant will be the single and central point of contact for all event-related inquiries, issues and questions.
  - b. The Applicant will be on-site the day(s) of the event.
  - c. Applicants who represent third-party sponsors or organizations specific to this event must disclose that information.
  - d. Any event-related property damage beyond normal usage will be assessed by the City and billed to the Applicant.
2. Special Event Permit applications are due no less than **ninety (90) calendar days** before the proposed event.
3. The City of Westerville will coordinate a monthly meeting, generally on the first Thursday of the month at City Hall, to review all proposed special event applications received during the past month. Applicants will be asked to attend a meeting at the City's discretion.
4. Application materials must be submitted by the 15th of the month prior to the next monthly meeting to be placed on the agenda.
5. Once all requirements of the application have been addressed in a satisfactory manner by the applicant in writing and all paperwork associated with the event has been submitted the City will respond to the applicant within one calendar month (30 days). If the application is denied, the reasons will be set forth in writing.

*By submission of this Application, prospective permit holders acknowledge and agree to follow the guidelines within the Special Events Guide and Policy.*

*This completed packet must be received by the City of Westerville **ninety (90) days prior** to the first day of the proposed event. If this permit application is not fully completed and received by that time, the City Manager will deny the permit application.*

*Please direct questions to [specialevents@westerville.org](mailto:specialevents@westerville.org) for assistance in completing the application and RETURN TO: [SpecialEvents@westerville.org](mailto:SpecialEvents@westerville.org) or BY MAIL TO:*

*COMMUNITY AFFAIRS DIVISION C/O Special Events  
21 S STATE STREET  
WESTERVILLE, OHIO 43081*

## 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

5K/RUN      BIKE RACE      FESTIVAL      STREET FAIR      PARADE      OTHER

IF YOU SELECTED "OTHER" PLEASE DESCRIBE:

## EXPECTED ATTENDANCE

<b>DAY ONE</b>	<i>SPECTATORS</i>		<i>PARTICIPANTS</i>	
<b>DAY TWO*</b>	<i>SPECTATORS</i>		<i>PARTICIPANTS</i>	
<b>DAY THREE*</b>	<i>SPECTATORS</i>		<i>PARTICIPANTS</i>	

*\*If applicable.*

## EVENT DESCRIPTION

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

ADDITIONAL EVENT DESCRIPTION/INFORMATION IF APPLICABLE:

**For Parade applicants, include:** Number of floats, number of vehicles and number of marching units.

## EVENT FEES

WILL YOU CHARGE ADMISSION OR PARTICIPATION FEES?      YES      NO

IF YES, WHAT IS THE CHARGE?	
WHO WILL COLLECT PAYMENT (YOUR ORGANIZATION OR A THIRD PARTY?)	
HOW WILL PAYMENT BE COLLECTED?	
WHAT % OF PROCEEDS IS YOUR CHARITABLE DONATION?	

## EVENT ROUTE/LOCATION

PLEASE DESCRIBE EVENT LOCATION. *ATTACH ROUTE MAP TO APPLICATION IF NEEDED:*

**ALL APPLICANTS ARE REQUIRED TO SUBMIT A SITE PLAN FOR ALL EVENTS. Please attach a detailed site plan of your event with the locations of tents, food trucks, portable restrooms, barricades, fencing and signage clearly marked. Parade applicants should include a map of the parade route.**

## COMMUNITY IMPACT

WILL NORMAL OPERATIONS OF NEIGHBORHOOD RESIDENTS OR BUSINESSES BE AFFECTED BY THIS EVENT?      YES      NO

IF YES, PLEASE DESCRIBE:

**Applicant must attach a copy of the proposed pre-event information mailing to be mailed to the affected residents and businesses. This letter is to be distributed (via first class mail or hand delivery) twenty (20) days before the proposed event.**

## SECURITY AND FIRST AID

WILL YOU REQUEST WESTERVILLE POLICE SAFETY SERVICES?      YES      NO

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

FIRST AID PROVIDER (IF NOT CITY OF WESTERVILLE DIVISION OF FIRE)

ORGANIZATION			
CONTACT			
PHONE	DAY-OF EVENT:		OTHER:

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

**It is the responsibility of the applicant to provide an Emergency Action Plan (if necessary) and coordinate adequate safety and security services for event(s).**

## PARK SHELTER RESERVATION

HAVE YOU RESERVED THE SHELTER FOR A PARK?

*Shelters **must** be reserved. If you have not yet reserved a shelter(s), please contact Austin Porter at 614-901-6513 or email at [Austin.Porter@westerville.org](mailto:Austin.Porter@westerville.org)*

YES

NO

*Please include a copy of the reservation with your application.*

## TENTS, PORTABLE TOILETS AND OTHER STRUCTURES

No stakes may be used for tents, specifically those with a 20x40 frame. The City suggests using water-filled barrels or concrete-filled buckets.

WILL TEMPORARY STRUCTURES BE USED?

YES

NO

WILL TENTS BE USED?\*

(NOTE: TENT PERMIT MAY BE REQUIRED)

YES

NO

PROPOSED SIZE OF TENT(S) TO BE USED:

\_\_\_\_\_

QUANTITY OF TENT(S) TO BE USED:

\_\_\_\_\_

WILL PORTABLE TOILETS BE USED?

YES

NO

QUANTITY: \_\_\_\_\_

PORTABLE TOILET DELIVERY DATE: \_\_\_\_\_

PORTABLE TOILET PICKUP DATE: \_\_\_\_\_

## 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. PLEASE ENSURE SIGNAGE IS INCLUDED ON YOUR SITE PLAN.

## TRAFFIC CONTROL AND PARKING RESOURCES

ILLUSTRATIONS/MAPS OF PARKING AREAS ARE TO BE INCLUDED WITH ALL OTHER APPLICATION MATERIALS WHEN FIRST APPLYING FOR AN EVENT PERMIT.

*Note: Astronaut Grove Park parking lot and Americheer parking lots are not available for events at Alum Creek Park North.*

WILL YOU REQUEST WESTERVILLE POLICE SERVICES?                      YES              NO

WILL YOUR EVENT REQUIRE PARKING RESTRICTIONS?                      YES              NO

IF YES, WHEN AND WHERE?

WILL YOUR EVENT REQUIRE ON-STREET PARKING REMOVAL?                      YES              NO

IF YES, WHEN AND WHERE?

DESCRIBE PARKING AND OVERFLOW PLAN:

**If your event requires traffic direction and control, it is your responsibility to ensure such measures are in place and in compliance with relevant Ohio Revised Code sections for traffic direction and roadway safety. Special Duty cannot always be filled and a request for it should not be perceived as guaranteed coverage.**

## TRAFFIC CONTROL AND PARKING RESOURCES CONTINUED

LIST PRIVATE PARKING LOCATIONS YOU WILL USE AND THE NUMBER OF PARKING SPACES AVAILABLE (*PLEASE ATTACH PROPERTY OWNER APPROVAL LETTER TO YOUR APPLICATION*):

LIST PUBLIC PARKING LOCATIONS YOU WILL USE AND THE NUMBER OF PARKING SPACES AVAILABLE:

WILL YOU CHARGE A FEE FOR PARKING?                      YES              NO

IF SO, PLEASE LIST THE PRICE: \_\_\_\_\_

WILL YOU REQUEST THAT ANY STREET(S) BE CLOSED?              YES              NO

LIST THE STREETS	
DATES AND TIMES	

WILL YOU REQUIRE BARRICADES?                      YES              NO

IF SO, PLEASE LIST THE QUANTITY: \_\_\_\_\_

WILL YOU REQUIRE TRAFFIC CONES?                      YES              NO

IF SO, PLEASE LIST THE QUANTITY: \_\_\_\_\_

## 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.*

*Alcohol is generally prohibited from City property. If permission is granted by the City to serve alcohol as part of a Special Event, the applicant will need to immediately contact the State of Ohio Department of Commerce Division of Liquor Control to initiate the required temporary Liquor License Permit process. The Division of Liquor Control's contact information is (614) 644-2360 or [com.ohio.gov/divisions-and-programs/liquorcontrol/liquor-control](http://com.ohio.gov/divisions-and-programs/liquorcontrol/liquor-control). The applicant will need City Special Event Approval before obtaining a Temporary Conditional Special Events Permit, which is a requirement for the Temporary Liquor License. Please note that the time necessary to obtain all requisite permissions by both the City of Westerville and the State of Ohio can be extensive, and cannot be expedited.*

DO YOU PLAN TO SERVE ALCOHOL AT YOUR EVENT?	YES	NO
WILL FOOD BE <b>SERVED</b> AT YOUR EVENT?	YES	NO
WILL FOOD BE <b>SOLD</b> 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
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IF YES, PLEASE EXPLAIN WHAT WILL NEED TO BE POWERED SEPARATELY BY WESTERVILLE ELECTRICITY:

ITEM(S)	LOCATION	GENERAL DESCRIPTION OF POWER REQUIREMENTS



## **APPLICATION AGREEMENT**

By completing this application, the Applicant understands that the proposed event cannot be the cause of any City park closing. Additionally, access to City of Westerville bike/walking paths must be maintained at all times if the event application is approved. Applicants will not have vehicular access to bike/walking paths for any portion of the event.

Police officers will allow event to continue one half-hour after approximate finish time. The permit holder will be informed immediately prior to the streets re-opening to traffic.

INITIALS: \_\_\_\_\_

## **COSTS AND DAMAGES**

I understand that the application fee of \$100 (or \$50 for not-for-profit organizations) is due upon submission to the City of Westerville. I understand that all fees associated with my event are due upon approval of my event.

I understand that additional restitution for any damages incurred during use will be my responsibility.

INITIALS: \_\_\_\_\_

## **CERTIFICATE OF INSURANCE/INDEMNIFICATION/RISK INFORMATION**

Once an applicant receives approval for their event, the Permit holder must furnish a certificate of insurance explicitly releasing the City of Westerville from all liability relating to the event and naming the City of Westerville as an additional insured party for the respective event. This certificate must be provided to the City at least twenty (20) days prior to the event.

By its signature on this Application, the Permit applicant agrees to indemnify and hold harmless the City of Westerville and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the Special Event.

INITIALS: \_\_\_\_\_

## **WESTERVILLE DIVISION OF POLICE SPECIAL DUTY**

I understand that I am responsible for contacting the Westerville Division of Police to secure Special Duty Police services as required for event safety and security. I also understand that Special Duty must be approved by Westerville Division of Police.

In the event Special Duty is required and cannot be provided by Westerville Division of Police, external agencies may be contacted by the applicant to provide services.

I understand that if special duty is required for my event and cannot be secured, my special event application will be denied.

INITIALS: \_\_\_\_\_

## **FOOD AND BEVERAGE**

I understand that I am solely responsible for reasonably serving alcohol, if alcohol is served, and specifically indemnifies the City against any and all claims which are in any way related to alcohol consumption.

INITIALS: \_\_\_\_\_

## **START TIME AGREEMENT**

I understand that I have an obligation to start my event by the time stated on pp. 9-10 of this application.

INITIALS: \_\_\_\_\_

## **SET UP AGREEMENT**

I understand that it is the responsibility of the applicant and/or event organizer to set up cones and barricades at the event.

INITIALS: \_\_\_\_\_

## **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 Special Event I am proposing and the Special Event Permit I am hereby requesting.

DATE OF APPLICATION: \_\_\_\_\_

PERMIT APPLICANT: \_\_\_\_\_

PRINTED NAME

\_\_\_\_\_

SIGNATURE

POSITION/TITLE: \_\_\_\_\_

## APPLICANT CHECKLIST

Please use this checklist to ensure all of your supporting documents are submitted for approval. In most cases this is twenty (20) days before your event. Please refer to the Special Events Policy for specific dates.

Completed application form

Fees Check(s) (Made payable to *City of Westerville*)

*If applying for multiple events, please submit separate checks for each event*

Application Fee

Special Event Administrative Fee

Special Duty Police Officers

Planning and Development Permit Fees

Certificate of Insurance (*\$1,000,000 minimum*)

501(c)(3) documentation, *if you are a nonprofit*

Detailed Site Plan

Shelter Reservation receipt (*if reserving a park shelter*)

Copy of written permission for use of private parking areas

Pre-Event Information Mailing to residents and businesses

*(if your event has a community impact)*

Food Truck documentation (*for each food truck*)

Current Copy of Food License

Worker's Compensation Certificate

Certificate of Insurance Liability

Copy of most recent Health Inspection Report

Copy of Ohio Department of Commerce Liquor License approval, *if applicable*

Completed Building (e.g. tents and temporary structures

Permit Documents, *if applicable*

*(contact Planning and Development department)*

Completed Right of Way Permit Documents, *if applicable*

*(contact Planning and Development department)*

Westerville Division of Police Special Duty Approval (required 90. days in advance of event)

*Westerville Division of Police Patrol Bureau*

*Attn: Jennifer Kennedy*

*614-901-6482*

*jennifer.kennedy@westerville.org*