

**SPECIAL EVENT PERMIT
CITY OF BROOKVILLE**

This application and resulting permit reflects your agreed upon and intended use of City property. This form must be completed in its entirety, with specific details of the event. If an item is not on this form, then it will not be provided. If a change to this form or an additional need is to be made, it must be received in writing. Excessive changes and revisions to the permit may be subject to administrative fees and/or cancellation.

Event Forms must be received by the City Office at least 7 days prior to an event.

1. Event Category

City Event

Private Event

Profit/business

Non-Profit(communitiy service groups)

Other: _____

2. Property to be Used

Please list address locations:

3. Type of Event

Bicycling

Parade

Run

Concert

Assembly

Other _____

4. Event information

A detailed event map and/or route map must be submitted with this application. Map must include a diagram of where tables, chairs, stage, sound equipment, vendors, food booths, tents etc. will be located.

Name of Event _____

Date of Event _____ **Estimated number of Participants** _____

Event Time (from) _____ **Event Time (to)** _____

Setup date and time _____

Breakdown date and time _____

Will event be advertised? No _____ Yes _____ **radio** _____ **newspaper** _____

5. Applicant/Organization Information

Applicant Name _____

Address/City/Zip _____

Business Number _____ **Email address** _____

Home Number _____

Organization Name _____

Address/City/Zip _____

Business Number _____

6. Street Closures

Are street closures required? Yes _____ No _____

Please list the proposed street closures-

Location (a) _____

Location (b) _____

Location (c) _____

From _____ **am/pm (to)** _____ **am/pm**

7. Traffic Control

Is traffic control required? Yes _____ No _____

If yes, please list what is needed (police, barricades etc) and the locations needed
(Be Specific)

8. Music/Sound

Is music/amplified sound included in your event? Yes _____ No _____

If yes, please advise on following

Announcements – amplified Yes _____ No _____

Music – amplified Yes _____ No _____

Type of music _____ from am/pm _____ to _____

9. Any other need of City equipment? Please be specific on all requests for use of City property or equipment.

10. Alcohol

Will alcohol be included in your event? Yes _____ No _____

If yes, you will be required to obtain the appropriate alcohol licenses issued through the State of Ohio Liquor Commission.

11. Cost

The City may assess the applicant for labor costs or other costs incurred by the City as a result of this Special Event. The City Manager shall review this application and notify the applicant prior to the event if the City shall require reimbursement for these costs.

12. Insurance

The City Manager, in his discretion, may require the Applicant to provide insurance for the Special Event. If insurance is required, the Applicant shall supply proof of public liability insurance that shall provide "occurrence" coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Such insurance shall be in the minimum amount of \$1,000,000 and shall name the City and the City's Officers, employees, agents and registered volunteers as additional insured's under the coverage afforded. Such insurance shall be primary and noncontributing with respect to any other insurance available to the City and shall include a severability of interest clause. A copy of the policy or a certificate of insurance along with an endorsement page will be filed the City at least 10 days prior to the event.

13. If Park event, Park Board Approval Date _____

Terms and Conditions placed on event by Park Board:

14. Parade or other Council Action, Approval Date _____

Terms and Conditions placed on event by City Council:

By signing this Permit, the Applicant acknowledges receipt of a copy of this permit and agrees to abide by all of the terms and conditions of this Permit. In the event of damages to City property, the Applicant shall be responsible for any and all damages and shall reimburse the City for damages.

Applicant Signature

Date

City Manager

Date

This Event Form has been reviewed and approved by the following Departments:

Chief of Police

Chief of Fire

Service Department Superintendent

