



CITY OF SANDUSKY

SPECIAL EVENTS APPLICATION

THIS APPLICATION IS USED FOR EVENTS UTILIZING PUBLIC PARKS THAT FEATURE CONCERTS, SALES OR VENDORS

INSTRUCTIONS

It is recommended that you submit the Special Events Application at least 30 days prior to your requested event. Submitting an application does not guarantee you will be issued a Special Event Permit.

APPLICANT INFORMATION

Organization Coordinating Event: _____ Non-Profit Yes No

If Yes, Non-Profit ID#: _____

Applicant Name: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Applicant's Contact Information: Office Phone: _____ Cell: _____

EVENT OPERATIONS

Name of Event: _____ Anticipated Attendance: _____

Type of Event: Festival Concert Car Show Charity Benefit Parade Community Event

Other (please specify): _____

Specific parks or location to be used for event: _____

Set-Up Date: _____ Set-Up Hours: _____ AM or PM to _____ AM or PM

Event Day #1: _____ Operation Hours: _____ AM or PM to _____ AM or PM

Event Day #2: _____ Operation Hours: _____ AM or PM to _____ AM or PM

Event Day #3: _____ Operation Hours: _____ AM or PM to _____ AM or PM

Tear Down Date: _____ Tear Down Hours: _____ AM or PM to _____ AM or PM

Rain Date(s): _____ (must be approved at time of applying for permit)

Application Submission: 30+ days prior Less than 30 days Less than 14 days 7 days or less

EVENT COMPONENTS

Please check all boxes that apply to your event and provide details when requested:

On-site cooking Shuttle Service Soliciting Donations Amplified Sound

Alcohol Sales Exhibits/Displays Vehicles on Display Parade

Inflatable Bounce Houses Carnival Food Giveaway Fireworks

VENDING: Number of Food Vendors: _____ Number of Merchandise Vendors: _____

Will participants be required to pay to access any areas of the public park? YES NO

If yes, please specify the admission costs for the event: _____

ELECTRIC SERVICE:

Do you need to hook up to a basic electric source? YES NO

Will a generator be used to provide event power? YES NO

Do you need access to power in excess of standard outlets? YES NO

If so, list the name and number of your electrical contractor: _____

WATER SERVICE: The City of Sandusky Water Department may be able to provide temporary water service for your event. Please list any needs of water and location:

PARKING: Parking is permitted in designated areas of city parks. Please describe the parking arrangements you have made for staff, volunteers, entertainers, patrons, supply trucks, vendors and persons with disabilities.

RESTROOMS: Your organization is responsible for providing portable restrooms to accommodate your event attendees and participants. Portable restroom suppliers can assist you with determining the quantity.

Name and contact number of company supplying restrooms: _____

Number of single units: _____ Number of multi-units: _____ Number of ADA units: _____

Delivery date and time: _____ Removal date and time: _____

TEMPORARY STRUCTURES: Specific rules apply to placement and anchoring of tents, stages/platforms and booths within city parks. Please indicate on your site map the location of each tent, stage/platform and booth.

Tents: Size(s): _____ Total Number: _____

Indicate the intended method of anchoring tents: _____

Name of tent supply company and contact person: _____ Cell: _____

Delivery date and time: _____ Removal date and time: _____

FENCING: Do you plan to erect any temporary fence? Yes No

ADVERTISING: How will you promote your event? Website TV Radio Newspaper Flyers

PARK CLEAN UP/LITTER MANAGEMENT: Person signing application is responsible for collection and proper disposal of all litter, grease, ash, and gray water generated by your event.

What trash/recycling receptacles will be utilized for your event? _____

How will the trash/recycling containers be emptied? _____

How will the trash/recycling be disposed? _____

Number of dumpsters ordered? _____ Size & location of dumpsters _____

List the name and telephone number of all companies providing waste collection and removal services:

Delivery date and time for dumpsters: _____ Removal date and time: _____

FIRST AID SERVICES: Who will be providing your on-site first aid? _____

POLICE/SECURITY SERVICE: Have you hired Sandusky Police for your event? Yes No

Contact 419-627-5870 to arrange for police officers at your event.

STREET CLOSURES Will you be requesting street closures for your event? Yes No

If yes, please specify the streets that you are requesting to close off and the time frame.

ALCOHOL SALES Will alcoholic beverages be sold? Yes No

If yes, a special permit is required by the State of Ohio and must be executed by the sponsoring organization.

Do you plan on applying for an "F" Permit from the State of Ohio? Yes No

What non-profit will be applying for the temporary alcohol permit? _____

MUSIC LICENSES The City of Sandusky Recreation Department maintains music licenses covering all performance events hosted at city owned parks and locations provided the event does not gross over \$25,000.00 in revenue. Events exceeding this level are responsible for necessary licensing and accept complete responsibility for failure to secure appropriate licenses from all performing rights organizations (e.g. BMI, ASCAP, SESEC, etc.)

SITE MAP

You MUST ATTACH your event site map to this application. It should include:

- An outline of the entire event venue including names of all streets or areas that are part of the venue and the surrounding area.
- The location of all stages, tents, inflatables, portable restrooms, booths, cooking areas, dumpsters, and other temporary items.
- The location of first aid, handicap parking, and parking areas for supply vehicles and/or trailers.

INSURANCE Applicant is required to submit a Certificate of Insurance in an amount not less than one million dollars (\$1,000,000) listing the City of Sandusky as an additional insured. This must be received at least seven (7) days prior to the first day of the event or the City has the right to cancel the event.

ACKNOWLEDGEMENT/SIGNATURE

I, the applicant understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that by providing such information it is no guarantee that my proposed event will be issued a permit by the City of Sandusky Recreation Department. I further accept responsibility to hold free and harmless the City of Sandusky and to meet all city rules and regulations including submitting proof of proper insurance, a detailed site map, and details for any contract services required to make the proposed event safe and successful. I also accept responsibility for securing music licenses if my event grosses more than \$25,000.00 in revenue. I understand that all information listed on my application, permit, attachments and supporting documents are subject to public disclosure by the City of Sandusky. I verify that I have read and understand this application and the conditions under which my request will be considered. The risk of promoting an event before a permit is issued is the sole responsibility of the applicant. Should the premises be made impractical for use by any cause, the City of Sandusky may, at its discretion, reissue the permit for another city property, or terminate and void the permit. The user expressly waives any and all claims for damage or loss of profit and other compensation should the permit be terminated.

Applicants Signature: _____ **Date:** _____