

## SPECIAL EVENT PERMIT CITY OF BROOKVILLE

*This application and resulting permit reflects your agreed upon and intended use of City property. Any changes to the initial application must be made in a timely manner prior to the date of the activity. Excessive changes and revisions to the permit may be subject to administrative fees and/or cancellation.*

### 1. Event Category

☐ City Event

☐ Private Event

☐ Profit/business

☐ Non-Profit (community service groups)

☐ Other: \_\_\_\_\_

### 2. Property to be Used

Please list address locations:

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### 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

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**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.**

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**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:

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14. Parade or other Council Action, Approval Date \_\_\_\_\_  
**Candy throwing during the parade is prohibited.**

Terms and Conditions placed on event by City Council:

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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

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\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

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

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**Chief of Police**

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**Chief of Fire**

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**Service Department Superintendent**