



One Donham Plaza • Middletown, OH 45042 • Phone 513-425-7940 • Fax 513-425-7921
Special Event Application

Date of Application:		Permit Application No. (For office use only):		
<p>This application and resulting permit reflects the agreed upon and intended use of City and/or public right of way property. The completed application must be submitted at least 30 days prior to the event to receive approval. Certificate of Insurance should be submitted 21 days prior to the event to receive approval. Application fee must be submitted with the application.</p> <p>Additional permits may be required for specific features of an event, such as fireworks, tents, structures, etc. The need for supplemental permits will be noted throughout the application.</p> <p>A comprehensive site plan must accompany this application.</p>				
Section 1 – Applicant Information				
Name of Applicant (must be on site during the event)				
Phone Number		Cell Phone Number		Fax Number
Business Address			City	State Zip
E-Mail Address for Correspondence				
Corporation/Organization Name				
Has this event been held in the past? Yes No				
Section 2 – Event Information				
Name of Event				
Event Date(s) and Hours Each Day				
Set-up Date(s)/Hours			Take Down Date(s)/Hours	
Location of Event/Address				
Sponsors of the Event				
Event Category <input type="checkbox"/> Private <input type="checkbox"/> Profit/Business <input type="checkbox"/> Free Speech <input type="checkbox"/> Non-Profit - 501(C)3 submit designation paperwork <input type="checkbox"/> Non- Profit – Community Service Groups/Organizations/Clubs with no 501(C)3 <input type="checkbox"/> Other: _____				
Brief Description of Event (Include Event Layout)				
Anticipated Daily Attendance				

Section 3 – Event Features

Will a fee be charged for this event? Yes No

Will food/beverages be sold? Yes No **If yes, you will need a food service permit. For more information, call the Health Dept. at 513-425-1818.**

What type of advertising/promotion will be done prior to the event? Please attach all promotional material.

Will signs/banners be placed in the Right-of-Way? Yes No **Note: the Right-of-Way is typically the area between the street and back of walk. If yes, you will need to apply for a Temporary Sign Permit from Planning & Zoning at 513-425-7922.**

Will public parking lots be utilized? Yes No Location:

Will the event include any of the following? (Indicate on site plan) :

Fireworks Yes No

Note: Fireworks must be done by a State of Ohio licensed Pyrotechnician, who must provide State permit forms for approval by the Fire and Police Chiefs. The organizer shall supply insurance information. The Fire Marshall is required to be present at the expense of the event organizer. For more information, please call the Fire Dept. at 513-425-7996.

Company

Contact name and phone

Tents or canopies Yes No **If yes, you will need to apply for a Tent Permit from Building Inspection, and comply with applicable Fire codes.**

Company

Contact name and phone

Open Flames or Cooking Yes No If yes, describe:

Temporary Fencing Yes No

Available restroom facilities Yes No Explain:

Note: The event organizer is responsible for maintenance, damage, and supplies for public restrooms or obtaining portable restrooms.

Amplification (speakers, sound systems, etc.) Yes No

Note: Please maintain reasonable sound levels to avoid disturbing other park users or neighbors.

Signs/Banners staked into the ground? Yes No

Water Service Yes No Explain:

Carnival/Amusement/Inflatable Rides Yes No

Note: Questions regarding rides at your event, please contact Building Inspection at 513-425-7973 and Fire at 513-425-7996. It is the event organizer's responsibility to have all applicable permits or licensing from the Ohio Dept. of Agriculture for inflatable rides. For more information, please contact Ohio Dept. of Agriculture, Amusement Ride Safety, 8995 East Main St., Reynoldsburg, OH 43068, (614) 728-6280 or email at ridesafety@agri.ohio.gov.

Company

Contact name and phone

Electrical services/Generators Yes No **If yes, you will need to apply for an Electrical Permit from Building Inspection.**

Company

Contact name and phone

Showmobile Yes No

Note: The Showmobile may be used for special events held within the City or within a 10-mile radius. All requests to use the Showmobile must be approved by Public Works. A security deposit and certificate of insurance are required to secure reservation. For more information and to request a contract, contact Public Works at 513- 425-1897.

City Building Yes No If yes, please explain

If the event is on City property, please list additional needs (trash containers, electric service, picnic tables, bleachers, etc.):

Section 4 – Sports Facilities/Parks

Does the event propose using any of the following

Note: Generally, permits **will not** be granted during regularly scheduled sports seasons as blocked out by Youth Sports Organizations that have a license agreement with the City of Middletown for a specific facility.

Goldman Park Softball Diamonds Yes No

Jacot Park Soccer Fields Yes No

Smith Park Soccer Fields Yes No

Smith Park Baseball Diamonds Yes No

Dixie Heights Baseball Diamonds Yes No

Other field or diamond Yes No
Name(s):

Will concessions be required? Yes No

Will a gate/entrance fee be charged for event? Yes No If yes, how much?

Will dumpster usage be required? Yes No If no, explain how trash will be disposed of:

Will field maintenance be required? Yes No

Will restrooms be required? Yes No

If facility is under a license agreement, concessions will be provided by the licensed Youth Sports Organization. Field maintenance fees will be waived when concessions are provided by licensee. Otherwise, the field maintenance fee shall be \$200 per event.

Section 5 – Transportation

Does the event propose using, closing or blocking any of the following

Note: Permits **will not** be granted to close local, collector, or arterial streets. Exceptions may be made on cul-de-sacs or dead-end streets where traffic flow is minimally impacted, and for large-scale City events.

City Streets Yes No . If yes, see Traffic Control Guidelines below	City Sidewalks Yes No
Multiuse Paths Yes No	Public Parking Lots Yes No

TRAFFIC CONTROL GUIDELINES

***For Large-Scale City Events:**

Please list the proposed street closures. If additional closures are needed (parade routes, etc.), please attach separately.

Location (a):	Time (from) am/pm	(to)	am/pm
Location (b):	Time (from) am/pm	(to)	am/pm
Location (c):	Time (from) am/pm	(to)	am/pm
Location (d):	Time (from) am/pm	(to)	am/pm

Please attach a detailed traffic control plan with a diagram of all traffic control devices needed and detour routes. This plan will be reviewed by the Engineering Department to ensure that it meets the requirements of the Ohio Manual of Uniform Traffic Control Devices (OMUTCD).

Traffic Control Plan Attached? Yes No

If road closures are to occur, Public Works personnel reserves the right to install traffic control. The applicant will be responsible for costs associated with traffic control. For further information, please contact Public Works at 513-425-1897.

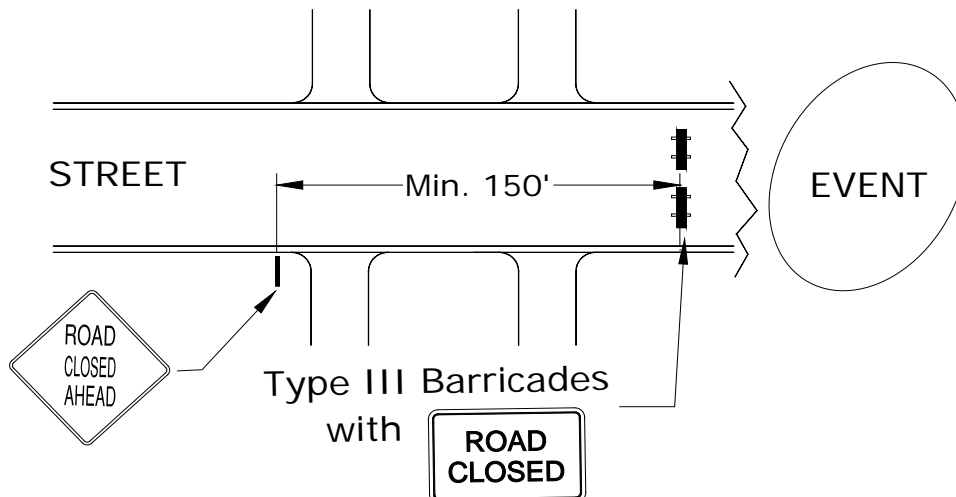
***For Cul-de-Sac/Dead-End Closures:**

Please list the proposed street closure:

Location:	Time (from) am/pm	(to)	am/pm
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Road closures for special events **requiring detours** should be installed by our IMSA certified personnel in our Public Works Department. Outside of normal hours an overtime fee will be charged. If it is permissible for the applicant to be responsible for the installation and removal of traffic control devices, equipment used must be compliant to the Ohio Manual of Uniform Traffic Control Devices (OMUTCD). These can be obtained from a commercial traffic company or may be borrowed from the Public Works Department, if available. **All materials on loan from Public Works require a refundable deposit of \$300. The event organizer may arrange to have the devices dropped off on-site during normal business hours and picked up after the event. For further information, please contact Public Works at 425-1897. Traffic control arrangements must be made at least 21 days prior to the event.**

Road closures must be removed at the approved end time of the event. No closures shall remain overnight. All traffic control is subject to City inspection, and if found to be inadequate, could result in termination of the event. Event organizers must adhere to the approved Traffic Control Plan. No alterations may be made to the traffic control unless approved by City staff.



Section 6 – Police Officers

Are you hiring off-duty police officers for security or parade escort? Yes No

If yes, number of personnel requested:

Explanation:

For further information about hiring police officers, please call Police Administration at 513-425-7756.

Will private security be hired for the event? Yes No

Company

Contact name and phone

Section 7 – Certification

I certify the facts set forth in the Special Events Permit Application are true and complete to the best of my knowledge. I authorize the City of Middletown to investigate my background, or the background of any person or entity named in the application. The City of Middletown is hereby authorized to make any investigation of information provided in this application. The undersigned represents, stipulates, contracts and agrees, for themselves and the organization stated above, that they and said organization, jointly severally will indemnify and hold the City of Middletown harmless against liability for any and all claims for damages to property or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the parade or participants.

Applicant Signature: _____

Note: Approved application must be available during event for inspection.

Appendix A – Fee Schedule

Application Fee (non-refundable) *Must be submitted with the application	\$25.00 – 30 days before event; \$50 – 3 weeks before event; \$100 – 2 weeks before event; \$150 – 1 week before event
Food Service Permit (Section 3)	\$39.00/day (19.50/day for a Non-Profit 501c3)
Tent Permit (Section 3)	\$51.50
Showmobile Rental (Section 3)	Deposit (Refundable): \$250 One Day Event/\$500 Overnight Event Rental Fee: \$550 Within the City of Middletown, \$750 for Cities of Franklin, Trenton, Monroe including Madison and Lemon Twps. \$1,000 for Other Events with the Director of PW&U Consent NOTE: Any overtime costs resulting from after-hour or weekend work will be billed to the borrower at the City's current rate.
Electrical/Generator Permit (Section 3)	\$85.85
Field Maintenance Fee (Section 4)	\$200 (fee may be waived if facility is under license agreement and concessions provided by youth sports licensee)
Road Closure/Detour Barricades (Section 5)	\$300 deposit (refundable) + personnel overtime charges if required to be set up/removed after normal business hours (7:30 AM to 3:30 PM Monday thru Friday) – 3 hour callout minimum.
Off-duty police officers for security or directing traffic (Section 6)	\$40.00 for Security Detail/\$45.00 for Traffic Related Detail
Temporary Sign Permit (Section 3)	\$30.00 for Temporary Sign Permit
Trash Removal/Damaged Trash Can Fee	\$25 fee per trash can with any amount of unemptied trash; \$50 fee per missing and/or damaged trash can; Event Organizer will be responsible for any excessive ground trash left after the event. Clean-up cost will be Hourly Rate x Hours.

SPECIAL EVENTS PERMIT

The City of Middletown hereby grants to:

hereinafter the "Grantee" permission to use certain City property for the purposes set forth in the Special Event Permit Application, attached hereto, which is made a part of this Permit.

This permit is granted subject to compliance with the terms and conditions and restrictions set forth herein, including those in the Special Events Permit Application, to the extent not set forth herein.

1. The Grantee agrees that all City property will be used in such a way as to maintain the integrity and character of the property. The property will be restored to its original condition upon the expiration of this Permit by the Grantee, including the removal of all structures, vehicles, utilities, appurtenances and debris.

2. At all times during the term of this Permit, the City shall have the right of inspection to determine compliance with federal, state and local laws, and the requirements of this Permit. Upon notification of a violation, the Grantee shall promptly take corrective action satisfactory to the City. Failure to take corrective action in the time and manner specified by the City may result in revocation of this Permit by the City.

3. All uses and activities conducted by the Grantee under the terms of the Permit shall comply with all federal, state and local laws.

4. The Grantee shall hold the City harmless and indemnify the City from and against any and all claims, demands and damages for injuries to persons including death or property and all direct costs and expenses associated therewith, including attorney fees, arising out of or resulting from the issuance of this Permit, to the extent caused by the act or omission of the Grantee, their agents, employees or contractors.

5. The Grantee hereby releases the City from any and all liability resulting from injuries to persons or property of the Grantee not caused by the negligent acts omissions of the City.

6. The term of this Permit shall be from _____ on _____, 20__ through _____ on _____, 20__.

7. The Grantee agrees to provide proof of general liability insurance with limits of liability of not less than one million dollars (\$1,000,000) per occurrence and/or aggregate combined single limit covering personal injury, bodily injury, and property damage in the form of a certificate of insurance at least ten days prior to the effective date of the Permit. The City of Middletown shall be listed as an additional insured on the policy.

8. If the special events include a fireworks display, the Grantee must:
- a) obtain the written permission of the City signed by the City Manager and the Chief of the Division of Fire;
 - b) obtain the services of a licensed pyrotechnician (State of Ohio) to set off the fireworks;
 - c) comply with Ohio Revised Code § 3743.54, and all other federal, state and local laws regarding fireworks displays; and
 - d) comply with all National Fire Protection Association standards regarding fireworks displays.

9. The sale or service of beer, wine or other alcoholic beverages is not permitted on City property under this Permit, unless the Grantee has obtained:

- a) written permission from the City signed by the City Manager and the Chief of the Division of Police; and
- b) the appropriate liquor permit from the State of Ohio under Ohio Revised Code Title 43.

CITY OF MIDDLETOWN

GRANTEE

By: _____
Public Works & Utilities Director

By: _____