

**City of Cincinnati**  
**SPECIAL EVENT APPLICATION**  
(To Be Completed By Sponsor/Producer)

Special Event No. \_\_\_\_\_

Name/Title of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Name of Sponsor/Producer: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

Brief Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Hours:      Date \_\_\_\_\_      Opening \_\_\_\_\_ M. Closing \_\_\_\_\_ M.

                         Date \_\_\_\_\_      Opening \_\_\_\_\_ M. Closing \_\_\_\_\_ M.

                         Date \_\_\_\_\_      Opening \_\_\_\_\_ M. Closing \_\_\_\_\_ M.

Event Setup:      Date \_\_\_\_\_      Setup Beginning \_\_\_\_\_ M.

    Dismantle:      Date \_\_\_\_\_      Completed by \_\_\_\_\_ M.

Rain Day(s) and Date(s) \_\_\_\_\_

Will an admission fee be charged to attend event?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, how much is the fee? \_\_\_\_\_

Will concessionaires, runners, entrants, floats, vehicles, etc.

be charged a fee?      Yes \_\_\_\_\_      No \_\_\_\_\_

If any fee is involved, identify and describe: How much? To Whom? For What? Etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the sponsor/producer intend to generate revenue as a result of food, beverage, souvenir and/or program sales?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Please list what will be sold

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will alcoholic beverage(s) be sold? Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate type of beverage, size of serving(s) and price(s) . \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated cost of producing the event? \_\_\_\_\_

Estimated revenue raised by the event? \_\_\_\_\_

What does the sponsor intend to do with the revenue generated from the event?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the sponsor/producer a registered nonprofit or charitable organization? Yes \_\_\_\_\_ No \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An estimate of city service costs will be provided prior to the event. I agree to pay the costs of estimated city services that will appear on my approval letter/permit. These costs may include expenses from the Police and Fire Department, Neighborhood Services Division, Traffic Engineering Division, Traffic and Road Operations Division and any other city agencies that provide service to the event. I understand that I will be given an itemized bill after the event.

\_\_\_\_\_  
Signature of Applicant Title Date

PLEASE RETURN THE COMPLETED APPLICATION AND CHECKLIST **SIXTY DAYS** PRIOR TO THE EVENT TO THE CINCINNATI POLICE DEPARTMENT, EVENT PLANNING UNIT, 310 EZZARD CHARLES DRIVE, CINCINNATI, OHIO 45214, (513) 352-4569, WWW.CincinnatiPolice.org.

## CHECKLIST AND SUPPLEMENTAL INFORMATION

### I. GENERAL INFORMATION

Please complete all of the following items.

- A. Where is the location of the event?

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- B. Please attach a layout map indicating the location of the following applicable items within your event area:

1. Entertainment or stage areas.
2. Alcoholic beverage concession areas.
3. Nonalcoholic beverage concession areas.
4. Food concession areas.
5. General merchandise concession areas.
6. Portable toilet facilities (indicate number).
7. Emergency Medical Facilities.
8. Lost children areas.
9. Event producer's commend post.
10. Parking patron, "handicapped, supplier, volunteer, etc".
11. Police command post.
12. Fire command post.
13. Parade route, the staging area, and direction of procession if applicable.

- C. If your event is in one of the following locations, you will need the indicated permit from the noted City Department.

1. City Street -Street Blocking Permit from the Cincinnati Police Department, Event Planning Unit, 310 Ezzard Charles Drive, Cincinnati, Ohio 45214, phone (513) 352-4569.
2. Parade Permit -Permit from the Cincinnati Police Department, Event Planning Unit, 310 Ezzard Charles Drive, Cincinnati, Ohio, phone (513) 352-4569.
3. Fountain Square -Permit from the Public Services Department, Director's Office, 805 Central Avenue, Suite 215, 2 Centennial Plaza, phone (513) 352-5496.
4. Riverfront -Permit from the Recreation Commission, 705 East Pete Rose Way, Cincinnati Ohio 45202, phone (513) 352-6180.

5. City Park -Permit from the Park Board, 950 Eden Park Drive, phone (513) 357-4080.

Have you filed for all of the appropriate permit(s)?

Yes \_\_\_\_\_ No \_\_\_\_\_

D.

What is the anticipated attendance? \_\_\_\_\_

When do you expect attendance to peak: (i.e. the last two hours of the event, during the middle of the event, etc.)

What percentage of attendants will make up the following age groups:

15 and younger	_____ %	26 to 35	_____ %
16 to 20	_____ %	36 to 45	_____ %
21 to 25	_____ %	45 and older	_____ %

**II. FOOD AND BEVERAGE CONCESSION**

A. If you plan to sell alcoholic beverages, you must apply for a State Liquor Permit. Contact the Ohio Division of Liquor Control in Columbus, Ohio. Additionally, you will be required to hold Liquor Liability Insurance and to name the City of Cincinnati as additional insured. Do you plan to sell alcoholic beverages? Yes \_\_\_\_\_ No \_\_\_\_\_

City Council, at their meeting of November 6, 1990, directed that event producers make available non-alcoholic beer at events where beer is sold. The nonalcoholic beer can only be sold to persons over the age of twenty-one; it must be sold at locations other than the regular beer sales locations; and if the event chooses to carry the product in cans, it must be poured into cups and the customer may not be given the can. Plastic bottles are permitted but the vendor must retain the bottle cap.

B. If you plan to sell food, the participating food vendors must obtain temporary food licenses from the City Health Department. You must also review your food vending plan with the Health Department and make arrangements for inspection of the vending booths.

Please contact the Food Protection Unit of the City Health Department, phone (513) 352-2908.

Do you plan to sell food? Yes \_\_\_\_\_ No \_\_\_\_\_

- C. If you intend to cook food in the event area, it will be necessary for you to have the layout of the event reviewed by the Cincinnati Fire Department. It may also be necessary for Fire Department staff to inspect the individual cooking booths the day of the event. Please contact the Cincinnati Fire Department, Fire Event Planning Unit, phone (513) 352-3970. Do you plan to cook food or warm food with propane, wood, charcoal, electric or other equipment?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
- D. If you are serving or cooking, food the City Health Department and the Cincinnati Fire Department may require that water be available to the vendors. Have you made arrangements for water?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ If yes who will be providing the water? \_\_\_\_\_
- E. If there are food vendors that are cooking using deep fat fryers, it will be necessary for you to insure that grease is provided within the event area and removed at the close of the event. Grease can not be disposed of using City of Cincinnati sanitation trucks, trash can or poured in storm sewer. Have you made arrangements for grease removal?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

**III. SECURITY AND SAFETY PROCEDURES**

- A. It will be necessary for you to develop a security and safety plan for your event. Your plan needs to include procedures for crowd control, collection and depositing of cash, VIP areas, entertainer and stage security, media areas and private security services. Have you reviewed your plan with the Cincinnati Police Department?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 Please call the Cincinnati Police Department, Event Planning Unit, phone (513) 352-4569.  
 Have you reviewed your plan with the Cincinnati Fire Department's Event Planning Unit, phone (513) 352-3970?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
- B. If the event is to occur at night, the safety of patrons coming to and leaving from the event is important. Is there existing lighting?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
- Do you plan to install temporary lighting and electric service?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
- If you plan to install temporary lighting, please list the name, address and phone number of each company that will be responsible for the installation. Also please contact the Department of Building and Inspection, phone (513) 352-6216
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- C. If you plan to use fireworks at any time during the event, it will be necessary to obtain a Pyrotechnic Device Indoor/Outdoor Permit from the Cincinnati Fire Department, Event Planing Unit, phone (513) 352-3970.  
 Do you plan to use fireworks? Yes \_\_\_\_\_ No \_\_\_\_\_
- Location of the fireworks must be shown on the event map.

- D. If you plan to sell food at night, all food booths must have internal lighting. Electrical service will be required for mechanical food refrigeration and heating equipment. Electrical power may also be necessary for entertainment and other event activities. How will electric service be provided?

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If temporary electrical wiring will be used in the event area, it will be necessary to have the installation made by a licensed electrical contractor and inspected by the Department of Buildings and Inspections, Building Construction Inspection Division, phone (513) 352-6216. Please provide the name, address and phone number of the contractor at least three (3) weeks prior to the event.

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- E. It will be necessary to have at least one person of authority at the event area and in charge of the event at all times. The person(s) must have the authority to cancel or greatly modify the event plans. If event personnel are using two-way radios during the event the person(s) must be in contact by radio from your command post at all times. Please list the name(s) of the person(s) who will be in charge during the event.

Name(s): \_\_\_\_\_  
\_\_\_\_\_

Address(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- F. Depending on the size and nature of your event, it may be necessary to provide Emergency Medical Services for the event patrons. Who will be providing the staff and the equipment for the Emergency Medical Facility?

Name of Agency: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please indicate the equipment and type and number of staff who will be on-site during all hours of the event.

\_\_\_\_\_ Ambulance, \_\_\_\_\_ Emergency Medical Technicians,  
\_\_\_\_\_ Paramedics, \_\_\_\_\_ Nurses, \_\_\_\_\_ Doctors,  
Others (please specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. If you plan to erect a tent or canopy in the event area, it will be necessary to obtain a Tent Permit from the Department of Buildings and Inspection, Room 328 City Hall, phone (513) 352-3271. Do you plan to erect a tent or canopy at the even?  
Yes\_\_\_\_\_No\_\_\_\_\_

Has the Cincinnati Fire Department reviewed your plans?  
Yes\_\_\_\_\_No\_\_\_\_\_

H. If you plan to build decorative facades, stages or other structures or hang banners and flags it may be necessary to obtain permits from various city departments. Please list any construction activity that will take place.

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Will entertainment be provided at the event?  
Yes\_\_\_\_\_No\_\_\_\_\_

I. If yes, **please attach a listing of all entertainment**, indicating name of the act, type of entertainment provided, day and time of the act and stage location. what type of vehicles (trucks, limo's etc.) will need to access the event area?

Have you made arrangements with the Cincinnati Police Department for the vehicles?  
Yes\_\_\_\_\_No\_\_\_\_\_

If you need to know the police district to contact please call the Event Planning Unit, phone (513) 352-4569.

#### IV. CLEANUP DURING AND AFTER THE EVENT

A. Who will be responsible for emptying trash cans, removing trash from food and merchandise vendor booths and picking up litter in the event area during the hours of the event?

Name:\_\_\_\_\_

Contact Person:\_\_\_\_\_

Phone Number:\_\_\_\_\_

B. Who will be responsible for cleanup of the event area after the event is over?

Name:\_\_\_\_\_

Contact Person:\_\_\_\_\_

Phone Number:\_\_\_\_\_

C. To make arrangements for trash pickup from the event area, contact the Public Services Department, Neighborhood Services Division, phone (513) 352-2678.

**CITY OF CINCINNATI**  
**DEPARTMENT OF BUILDINGS AND INSPECTIONS**  
**ROOM 340, CITY HALL, 801 PLUM STREET**

CINCINNATI, OHIO 45202  
TELEPHONE: (513) 352.3267  
FAX: (513) 352.1598

**OUTDOOR EVENT**

ELECTRICAL APPLICATION

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Name/ Title of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Location/Address of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Sponsor/Producer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #- \_\_\_\_\_ Day Time: \_\_\_\_\_ Evening : \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Phone #: \_\_\_\_\_

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**The following items are required and/or must be submitted with this application.**

- A plot plan or layout of the area and a wiring diagram may be required
  - A list of load calculations is required.
  - Power source
  - Ground fault protection required
  - All wiring installed must be inspected and approved prior to start of the event.
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**I have read and understand the above requirements:**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**This application must be returned to the Cincinnati Building Department,  
14 days prior to the event.**