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**Requires Minimum 5 Business Days for Review**

## **SPECIAL EVENT APPLICATION**

**Return completed packet to:**

Grandview Heights Parks & Recreation Department  
1515 Goodale Blvd.

Grandview Heights, Ohio 43212

Phone: (614) 488-3111 / Fax: (614) 481-6221

Via Email: [parksandrecreation@grandviewheights.org](mailto:parksandrecreation@grandviewheights.org)

This form is used by a requestor for permission to use or have use of: public roadways, right of ways, sidewalks for the purpose of providing the public with a community based activity. The submission of this form does not guarantee the use of such spaces and may have contingent requirements and permits that must be satisfied prior to granting permission of such activity.

The request will be circulated through the City and returned with approval or disapproval and any conditional requirements that may need met. These include applicable permits (Tent, Liquor, Electrical, etc.), special duty Police and/or Fire/Medic crews on standby, Sanitation, and/or Parks & Recreation employees present during the event (including the hourly rate if to be paid by the applicant). Note: The City may require a deposit.

Request Section 1 and 2 does not guarantee that the applicant will receive permission to have open access to these items and should be reviewed when picking up the application from the City for any declined items or items that may require conditional requirements. Conditional permits that are required on the completed form must be applied and paid for prior to the event. Negating required permits and inspections associated with such permits will result in forfeiture of the permitted activities. Contact information for each City department is listed below. The Parks & Recreation Department can also assist with additional information regarding permits.

**Please attach the following information with this form:** this application and a site plan indicating the locations of ALL requested checked items. Please provide specific details for parking for patrons, participants, volunteers and spectators. Provide a detailed description of any requests for use during the event provided by the City.



**SPECIAL EVENT APPLICATION**

Primary Contact: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization (e.g. Not-for-Profit): \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

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

Secondary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Request for (Check all that apply):** \_\_\_\_\_ **Special Event/Festival** \_\_\_\_\_ **Temporary Closing of street or alley**

Type of Event: \_\_\_\_\_

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

Time of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_ Number of Event Staff: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Tear-Down Time: \_\_\_\_\_ Will alcohol be served pursuant to an approved permit? \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Request Section 1**

**Request for use during event provided by requestor (Check all that apply):**

- |                          |                  |                                |                       |
|--------------------------|------------------|--------------------------------|-----------------------|
| _____ Street Closure     | _____ Tents      | _____ Grills/Fryers            | _____ Electrical Taps |
| _____ Generators         | _____ Barricades | _____ Dumpsters                | _____ Lighting        |
| _____ Vending            | _____ Food Prep  | _____ Portable Toilets         | _____ Extension Cords |
| _____ Fire Extinguishers | _____ Fireworks  | _____ Air Supported Structures | _____ Parking Control |

**Request Section 2**

**Request for use during event provided by the City (Check all that apply):**

- |                             |                            |  |
|-----------------------------|----------------------------|--|
| _____ Use of City Water Tap | _____ Use of City Electric | _____ Use of City Facility, Park or Property           |
| _____ Barricades            | _____ Dumpsters            | _____ Safety Personnel for Security or Traffic/Parking |
| _____ First Aid Personnel   | _____ Fire Extinguishers   |  |

**\*Please include a site plan indicating the locations of ALL items checked above. Please provide specific details for parking for patrons, participants, volunteers and spectators. Provide a detailed description of any requests for use during the event provided by the City.**