



## EVENT PERMIT APPLICATION

**Return completed application to:**

102 Willow ST  
 New Richmond, Ohio 45157  
 (513) 553-4146 X 11

\* This application with payment must be received in this office no later than 15 days prior to the event date.

### APPLICANT INFORMATION

**Event Name:** \_\_\_\_\_

**Event Producer:** \_\_\_\_\_

### PRIMARY CONTACT INFORMATION

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

**E-mail Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street                      City                      State                      Zip Code

**Phone number(s):** Day: \_\_\_\_\_ Night: \_\_\_\_\_ cell: \_\_\_\_\_

**FEES (subject to change) - Please check all that applies:**

Y/N	Alcoholic Beverages/Liquor Permit/Must be on Acord		Hold Harmless Clause Signed (this is in event application)	Y/N	Susanna Park Restrooms / \$100
Y/N	Bandstand or Haussermann Park Event: \$100 (Park rental only is \$25 for residents, \$50 for non-residents)	Y/N	PA system/Video Screen/Podium / \$60	Y/N	Street Dept Clean Up/\$200 Deposit
Y/N	Electric Service	Y/N	Rides/Inflatables (Acord Required)	Y/N	Street Closures/Barricades / Must attach map
Y/N	Fire/EMS		NRPD/to be paid after / \$40 hr.	Y/N	No Parking Signs / \$25
Y/N	Fireworks/Acord Required	Y/N	Signage / Banners (not provided by village)		

\*\*Portable Toilets are to be ordered by the event.

**ACTUAL DATE AND TIME OF EVENT:**

Starting Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_ M

Ending Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_ M

**DAY(S) and TIME(S) FOR SET UP OF EVENT; Includes Site Preparation and Dismantling & Clean-up**

Starting Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_ M

Ending Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_ M

Total Attendance Expected: \_\_\_\_\_ (If more than 500 people an action plan needs to be in place with fire chief and police chief before the event). And if more then 200 (2) detail Officers based on event type.

Rain/Cancellation Policy: \_\_\_\_\_

**EVENT TYPE (check all that apply):**

Block Party \_\_\_ Festival/Special Event \_\_\_ Parade \_\_\_  
Walk/Run/Footrace \_\_\_ Rally \_\_\_ Concert \_\_\_  
Other \_\_\_

Describe your event: \_\_\_\_\_  
\_\_\_\_\_

Where will the event be held? (see Village map enclosed): \_\_\_\_\_

**STREET CLOSURE**

If applicable, list the name(s) of street(s) to be closed: \_\_\_\_\_

**Note:** Also illustrate street closures on map included in this packet.

Street closure to begin on: Starting Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_:\_\_\_ M

Street re-opening on: Ending Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_:\_\_\_ M

**SPECIAL PARKING RESTRICTIONS**

“No Parking” signs needed? Yes \_\_\_ No \_\_\_

If yes; where: \_\_\_\_\_

**SPECIAL TRAFFIC CONTROL ASSISTANCE (describe here):**

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

**Insurance requirement:** Proof of insurance is required of applicant/event producer, and subcontractors of the applicant/event producer if estimated attendance of event is 500 or more people or if the event will include carnival rides, fireworks, or selling/serving alcoholic beverages, at least 30 days prior to the event. The enclosed list of Insurance Requirements and Certificate of Insurance should be reviewed immediately with your insurance agent in order to comply. Please have your insurance agent complete this Insurance Certificate form, (or the Accord form) and return it with your application and obtain and forward required Certificates of Insurance form all subcontractors referenced above.



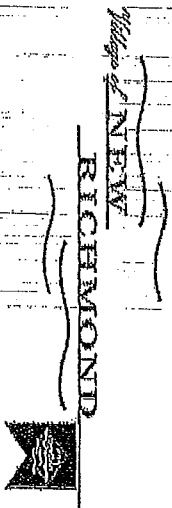
Please indicate on the map the location of barricades required to block streets for your event.

Approved \_\_\_\_\_  
Office Use Only \_\_\_\_\_  
Date \_\_\_\_\_

**EVENT:** \_\_\_\_\_

**DATES:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_



**EVENT FEATURE INFORMATION FORM ALCOHOLIC BEVERAGES**

If you are selling alcoholic beverages all state of Ohio Liquor Licenses must be obtained and provided prior to the approval of this application.

Alcoholic Beverage Provider:

\_\_\_\_\_

Contact: Phone: \_\_\_\_\_

**CLEAN-UP PLANS AND PROCEDURES**

Any event producer holding an event on a Village Street, or any business, or residential right-of-way is responsible for clean-up and removal of debris from affected property owners' sidewalks, steps and alcoves.

Clean Up Coordinator Name and Phone: \_\_\_\_\_

If ordering dumpsters, many? \_\_\_\_\_ When will they be delivered \_\_\_\_\_ Picked Up \_\_\_\_\_

**ELECTRICAL SERVICE**

How will electrical service be supplied? \_\_\_ Generator \_\_\_ Public Utilities \_\_\_ Both

NOTE: An electrical permit may be required for temporary electrical service. If using a generator, contact the fire district in which your event is being held.

**EMERGENCY MEDICAL ASSISTANCE**

Do you want to request dedicated Emergency Medical Assistant Unit(s) from New Richmond EMS? \_\_\_ Yes \_\_\_ No

If Yes, How many Units? \_\_\_\_\_

NOTE: There will be a fee incurred for dedicated units.

**BANDSTAND/STAGE USAGE**

If available, dates Bandstand/Stage will be needed: \_\_\_\_\_

**RESTROOM FACILITIES**

Number of Portable Facilities being provided: \_\_\_\_\_ When will they be delivered? \_\_\_ Picked up: \_\_\_\_\_

Request usage of Susanna Park Restroom Facilities: Y/N

Name of Company Supplying Portable Facilities: \_\_\_\_\_

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

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

**SECURITY**

It is the responsibility of an event producer to provide adequate security for an event, and to ensure that an adequate number of security personnel are present to manage the expected size of the event's crowd. Security must include proper crowd control.

Total number of private security or off-duty law-enforcement officers being provided: \_\_\_\_\_

Organization providing security: \_\_\_\_\_

Briefly describe your security plan:

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

**SIGNS/BANNERS**

Number of Signs: \_\_\_\_\_

Number of Banners: \_\_\_\_\_

Location of Signs/Banners to be Hung: \_\_\_\_\_

**HOLD HARMLESS AND INDEMNIFICATION CLAUSE**

In consideration of the use of the designated village property, park or facility for the specified date, in the Village of New Richmond, the undersigned hereby releases and forever discharges, acquits, defends, indemnifies, covenants and holds the Village of New Richmond, employees, agents, officers, volunteers, successors, elected and appointed officials, harmless against any and all claims, cause of action, demands, damages, loss of services and all liability for personal injury or property damage of any kind sustained in any manner arising from the use of the Village property, park or facility, cost and expense, including reasonable attorney fees for the defense thereof, arising from the conduct or management of the undersigned's usage, whether verbal or in writing, or from any act of negligence of the undersigned his/her/its agents, employees, volunteers, invites of licensees in or about the designated property, park or facility, and in the event that event holder should obtain public liability insurance against the foregoing occurrences, the Village of New Richmond, employees, agents, officers, volunteers, successors, elected and appointed officials shall be entitled to claim protection under said insurance.

The event holder is being held responsible for the cleaning up and properly disposing of any litter or debris that occurs as a result of the scheduled usage.

I have read the above, and verify its accuracy, and agree to all terms stated. Any misrepresentation in this application or deviation from the final approved specifications and activities described herein may result in the immediate revocation of the approved permit.

X

Signature of the agent duly authorized by the event applicant to bind it

Date