



209 S. Main Street • Marysville, Ohio 43040

Phone: (937) 645-7350 • Fax: (937) 645-7351 • [www.marysvilleohio.org](http://www.marysvilleohio.org)

## SPECIAL EVENT PERMIT POLICY

**\*\*\* IMPORTANT INFORMATION – Please read before completing the application \*\*\***

The intent of this policy and application approval process is to streamline the collection and distribution of information to and from various City departments for each requested special event in the City. All applicable fees and charges for City-provided services as outlined below will be the responsibility of the applicant. **The applicant will be responsible for lost or damaged City property and any applicable fees for City-provided services or use of City facilities.**

A Special Event is defined as any parade, concert, public performance, festival, block party, sporting event, or announced public gathering held on any public street, right-of-way, or property. Any event in which the public is invited and may impact public safety and welfare or surrounding public property may be deemed a Special Event; even if the event is being held on private property. Only a private, invitation-only event (such as a private party or wedding) would not constitute a Special Event Permit as long as it does not affect public safety and welfare or surrounding public property.

Any individual or organization that intends to hold a special event on City-owned property or public right of way within the City's corporation limit is required to submit an application to the Public Service Department at least 60 days prior to the scheduled event. If applications received within 60 days of event may not be considered. Any public or private gathering including races, block parties, festivals, parades, performances or other group events that utilize public property or right of way will be subject to this policy and application process.

During the review of the application, the City may request a meeting with the applicant to review details of the event and make comments prior to approving or denying the request.

### I. General Event Information

- a. Completed applications are due **60 days** prior to the proposed event.
- b. All information provided must be complete, accurate and not misleading in any way.
- c. Any signage, structures or other materials related to the event must be removed within twenty-four (24) hours after the conclusion of the event.
- d. Provisions for parking, signage and restrooms for event participants will be the responsibility of the applicant.
- e. Granting of this permit does not eliminate the applicability of all other laws, federal, state and local statutes, City ordinances, rules and regulations.
- f. If the event utilizes a shelter, pavilion, municipal pool or amphitheater, a separate reservation should be made via [RecDesk](#). Please see the [Shelter Rental page](#) or call (937) 645-7350, option #2 for more information.
- g. Only non-profit organizations or for-profit organizations for the benefit of a non-profit organization will be permitted to charge fees or collect money at the event.
- h. All responses from the City will be provided using the email address on the application. If another form of communication is preferred please indicate on the application.

## II. Fees for City Services

- a. Any City Services provided as requested by the applicant or deemed necessary by the City during the application review process, will be calculated with the intent to recoup the cost incurred by the City. An invoice will be provided to the applicant at the conclusion of the event. In some cases, separate invoices may be submitted depending on which City
- b. **Electric Requirements** - The applicant is responsible for completing the section for temporary electrical service if electric will be needed for the event. During the application review process, City staff will determine what will be necessary to provide the temporary electric service requested.
- c. **Water Requirements** - Please indicate on the application whether temporary water service will be needed for the event. During the application review process, City staff will determine what will be necessary to provide the temporary water service requested.

## III. Sanitation

- a. Trash generated by the event must be properly accounted for and any needed containers or post event trash collection to be performed by the City must be properly communicated in the application.
- b. The applicant will be responsible for any costs incurred by the City for removing trash generated by the event.

## IV. Block Parties

Block Party Permit is required when an applicant desires to close any zoned residential public street or alley for neighborhood gathering or recreational activity. Applicants must live on the block requested to be closed. The requested closure must be the entire block, mid-block requests will not be approved. Closures at alleyways are not an acceptable closure location, you must go from street intersection to intersection. Block Party Permits are not issued for Church festivals, fairs, community picnics or business related/sponsored events. Block parties must conclude and the road must be opened by 8pm or dusk (whichever occurs first).

- a. The road is accessible for all Public Safety Vehicles
- b. All neighbors whose driveways are affected are given full access to and from their driveways
- c. All barricades are removed and the roadway is reopened by 8pm or dusk (whichever occurs first)
- d. Noise levels are maintained so as not to disturb other residents
- e. Block parties must conclude and the road must be opened by 8pm or dusk (whichever occurs first).
- f. Alcohol sales are not permitted at residential block parties.
- g. Consumption of alcohol must be maintained on private property and participants of the block party must follow all laws related to alcohol consumption.
- h. Fireworks are not permitted at residential block parties.
- i. There is to be no selling of food and/or beverages at a block party.
- j. This is a permit meant for neighborhood gatherings not a for-profit event.

## V. First Aid, Emergency, and Safety Services

- a. Event organizers should have a plan in place to address extreme weather or other emergency situations that may arise. It is encouraged to share these plans with Police and Fire during the application review process.
- b. **Division of Fire** - During the application review process, the Division of Fire will identify needs for general first aid and emergency services access for the event. ii. The applicant will be responsible for deciding to adequately provide first aid and address the needs for emergency services at the date and time of the event.
- c. **Division of Police** - During the application review process, the Division of Police will determine the need for special duty officers to be present to assure safe operation of the event. In some cases, event volunteers can help offset the number of officers needed for an event. If special duty officers are needed, please complete and submit the **Request for Special Duty Police Officer(s)** form.

**VII. Traffic Control and Road Closures:**

- a. Any partial or full road closure or other traffic control need should be clearly defined in the application and will be discussed during the application review process. If applicable, attach a map indicating any proposed routes, street closures, reserved parking spaces, park areas, etc.
- b. The Public Service Department will determine needed signage, detour plans and/or road closures and will coordinate with the Division of Police. They will also coordinate with the Street Maintenance Division on the placement of barricades, cones and no parking signs to properly account for the maintenance of traffic needs of the event.
- c. An invoice will be provided to the applicant at the conclusion of the event.
- d. **All road closures associated with block parties must be opened by 8pm or dusk (whichever occurs first).**

**VIII. Proof of Liability Insurance and Hold Harmless Agreement:**

- a. The applicant is responsible for any and all damages caused by or related to the event. The applicant shall be responsible for carrying the required liability insurance policy with a minimum amount of \$1,000,000 per occurrence with an additional \$1,000,000 excess liability. Certificate of Insurance must be provided with the application. The City of Marysville is to be listed as additional insured.
  - i. Block parties will not be required to provide a proof of liability insurance certificate.
- b. In addition to the Proof of Liability Insurance certificate, the applicant is responsible for completing the Hold Harmless Agreement included in the permit application. In the agreement, the user shall hold harmless, defend and indemnify the City of Marysville, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, attorney fees, expenses, damages judgments, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the User/Contractor/Producer or any of his Subcontractors, or any person employed under said User/Contractor/Producer, or under any of his Subcontractors, or in any capacity during the progress or arising or growing out of the event, whether by negligence or otherwise.
- c. Applications received which are missing either of these documents will not be considered complete and will not be reviewed until all required documentation has been provided.

**VIII. Rejections/Appeals**

- a. The City retains the right to reject the application if any of the following conditions exist:
  - i. The event will substantially disrupt the vehicular or pedestrian traffic in and around the surrounding area
  - ii. Adequate City staffing for the event exceeds the City's ability to maintain normal City operations.
  - iii. Sufficient Fire and Police protection is unable to be provided to the event or the surrounding area due to the size, location or type of event.
  - iv. The event is expected to cause a disruption of the peace or result in reduced health, safety and welfare of the public.
  - v. The event is held for the primary purpose to advertise a product, goods or services.
  - vi. A conflict with another previously approved event at the same location or utilizing similar City services exists.
- b. The City will attempt to approve or deny the application request within two (2) weeks of receipt of the completed application. If a meeting is required as part of the approval process, the response will be provided within one (1) week of the meeting.
- c. Appeals to accordingly denied applications can be submitted in writing to the City Manager for appeal.
- d. Granting of this permit does not eliminate the applicability of all other laws, federal, state and local statutes, City ordinances, rules and regulations.

There is no fee for submitting this application. Please submit completed applications by mail or in person to: **City of Marysville, Public Service Department, 209 S. Main St. Marysville, Ohio 43040**. Scanned applications can be emailed to [publicservice@marysvilleohio.org](mailto:publicservice@marysvilleohio.org).



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# SPECIAL EVENT PERMIT APPLICATION

**\*\*\* Please read the Special Event Permit Policy before completing this application\*\*\***

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This application as well as the related policy are available online at [www.marysvilleohio.org](http://www.marysvilleohio.org).

**Completed applications are due 90 days prior to the proposed event. Incomplete applications will not be considered submitted or reviewed by staff until all requested documents have been provided.**

## **Applicant/ Organization Information** *(Please print clearly)*

Name of Applicant/Point of Contact: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

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

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

Non-Profit Number or Tax ID (if applicable): \_\_\_\_\_

## **Event Information** *(Please print clearly)*

Name of the Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Event Start/End Time: \_\_\_\_\_ / \_\_\_\_\_ Event Set-Up/Tear Down Times: \_\_\_\_\_ / \_\_\_\_\_

Will there be a charge for admission or participation fees? Yes or No

If yes, please explain:

Event Description:

**The following may have fees necessary to offset costs for time or items. Please complete the questions below by circling “Yes” or “No”. Final determinations will be discussed at the application review meeting.**

Are special duty police officers being requested for this event?	Yes	No
Will there be an on-site provider for first aid for the event?	Yes	No
Do you plan on having food trucks at your event?	Yes	No
Do you plan on renting the City’s mobile stage? <i>If yes, please complete the Mobile Stage Rental Form</i>	Yes	No
Do you plan to reserve a shelter for the event? <i>If yes, please complete the Shelter Rental Application Form</i>	Yes	No

**Closure Request:**

Attach a map indicating any proposed routes, street closures, reserved parking spaces, park areas, etc.

**Water/Electric:**

Is additional water needed?	Yes	No	If yes, type of use/location:
Is temporary electric needed?*	Yes	No	If yes, type of use:

\*110V electric provided at Partners Park and Eljer.

**Sanitation:**

Any event with approximately over 250 people, during & after event trash collection plan needs to be submitted prior to event.

**Type of Event- Please check all that apply in regards to needs:**

<input type="checkbox"/>	Parade/Block Party	<input type="checkbox"/>	Festival/Concert/Public Performance
<input type="checkbox"/>	Bicycle Race	<input type="checkbox"/>	March/Walk/Foot Race
<input type="checkbox"/>	Parking Lot Gathering	<input type="checkbox"/>	Park Facility Gathering
<input type="checkbox"/>	Private Party/Wedding	<input type="checkbox"/>	Other:

**This application is considered complete upon the submittal of the following:** *(Check all that apply)* \_\_\_\_\_

- \_\_\_\_\_ Completed and signed Special Event Permit Application
- \_\_\_\_\_ Completed and signed Hold Harmless Agreement
- \_\_\_\_\_ Proof of Insurance Certificate list the City of Marysville as additional insured  
(not required for block parties)
- \_\_\_\_\_ Request for Special Duty Police Officer(s) Form (if applicable)
- \_\_\_\_\_ Temporary Electrical Use Form (if applicable)
- \_\_\_\_\_ Mobile Stage Rental Form (if applicable)

**I have read and agree to adhere to the provisions of the Special Event Permit Policy. I understand that failure to follow these provisions may result in the denial of future applications. I hereby attest to the truth and exactness of all information supplied on and with this application.**

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

**FOR OFFICE USE ONLY**

- \_\_\_\_\_ **Approved**
- \_\_\_\_\_ **Denied**

Application Details:

Are Special Duty Officers required for this event?	Yes	No	Quantity/Fee:
Will this event require temporary no parking signs?	Yes	No	Quantity/Fee:
Will this event require road closed barricades?	Yes	No	Quantity/Fee:
Does traffic control require Street Division personnel to be present?	Yes	No	Quantity/Fee:
Will First Aid and Emergency Service staffing be required?	Yes	No	Quantity/Fee:

Director of Public Service/Date