

# CITY OF WOOSTER SPECIAL EVENTS PERMIT

This form is used exclusively for Public Events (Festivals, Concerts, Races, Walks, etc...) within the city limits of Wooster.

*We are happy that you have chosen to plan a special event within the City of Wooster!*

**A completed application must be filed at least 2 weeks prior to the first day of your event.**

*Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*

EVENT NAME: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

## APPLICANT INFORMATION

Organization putting on event: \_\_\_\_\_ Is it Non-Profit? \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Contact Information: Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On-Site Coordinator Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Event Web Site: \_\_\_\_\_

## EVENT OPERATIONS

Type of Event:  Festival  Concert  Car Show  Parade  Race/Walk  Bike Race  
 Other (please specify): \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Specific area of town to be used for event: \_\_\_\_\_

\*NOTE: Portable Stage & Downtown Gazebo require separate rental agreements.

### SET-UP/TEAR-DOWN INFORMATION:

Set Up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_AM or PM to \_\_\_\_AM or PM

Event Day #1: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_AM or PM to \_\_\_\_AM or PM

Event Day #2: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_AM or PM to \_\_\_\_AM or PM

Event Day #3: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_AM or PM to \_\_\_\_AM or PM

Event Day #4: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_AM or PM to \_\_\_\_AM or PM

Tear Down Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_AM or PM to \_\_\_\_AM or PM

Rain Date(s): \_\_\_\_\_

## EVENT COMPONENTS

**EVERY EVENT MUST FILL OUT A SITE/ROUTE MAP LOCATED ON THE LAST PAGE OF THE PERMIT**

Check all boxes that apply to your event:

Street Closure/Parade/Race/Block Party  Alcohol Sales\*

*If either of the above are checked you MUST check (exception of Block Party w/no alcohol):*

Police/Security/Traffic Control\*

*Other:*

Quadrant Closure\*  Tents\*  Portable Restrooms

Downtown Gazebo\*  Vendors\*  Electric & Water Service

Portable Stage\*  Parking  Clean-Up & Litter Management

*\*Must check if Downtown Event*

**(FOR EVERY BOX CHECKED, YOU MUST FILL OUT CORRESPONDING SECTIONS ON THE PAGES THAT FOLLOW)**

# CITY OF WOOSTER SPECIAL EVENTS PERMIT

## STREET CLOSURE / PARADE / RACE / BLOCK PARTY:

Will you require street closure(s)? Yes No

*\*Separate form required*

If yes, what street(s): \_\_\_\_\_

\_\_\_\_\_  
\*\$25.00 per street

x \_\_\_\_\_ streets = \$ \_\_\_\_\_

Indicate times streets need to be closed for event: \_\_\_\_\_

# of Barricades: \_\_\_\_\_ # of Cones: \_\_\_\_\_ # of Road Closed Signs: \_\_\_\_\_

If Parade, how many.....Participants? \_\_\_\_\_

Units? \_\_\_\_\_

## ALCOHOL SALES:

*\*Permission required*

Contact Police Division @ (330)287-5700

If you are planning to sell alcohol at your event, you will need to obtain permission from the city to permit sales on city streets. **Security/Police presence is Mandatory.**

Does your non-profit organization plan to apply for an "F Permit" from the State of Ohio?

Yes

No

*\*Permit can be found at [http://com.ohio.gov/liqr/docs/LIOR\\_4257.pdf](http://com.ohio.gov/liqr/docs/LIOR_4257.pdf)*

Name of Licensee: \_\_\_\_\_

## POLICE/SECURITY SERVICE:

*\*Application required*

Contact Police Division @ (330)287-5700

*Number of officers and fees will be determined by Police Division.*

*You must have police presence if: Attendance is over 500 people; Alcoholic beverages will be consumed at the event; street closures.*

Will you hire City of Wooster Police Officers? Yes No

Hours you require police presence: \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM

\_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM

## QUADRANT CLOSURE:

NE

NW

SE

\*\$150.00 per quadrant

x \_\_\_\_\_ quads = \$ \_\_\_\_\_

## DOWNTOWN GAZEBO:

*\*Rental Agreement required*

Contact Recreation Department @ (330)263-5207

# CITY OF WOOSTER SPECIAL EVENTS PERMIT

## PORTABLE STAGE:

*\*Permit required*

Contact Ashley @ the Recreation Department @ (330)263-5211

**\*FEES APPLY\***

## TENTS:

*\*Permit required – multiple tents may be listed on one permit.*

Contact Building Standards Div. @ (330)263-5241

Tent Size(s): \_\_\_\_\_ Total number: \_\_\_\_\_

**\*\* (Tents that are over 200 sq.ft. require a tent permit to be issued by the Building Standards Div.)**

Name of tent supply company : \_\_\_\_\_

Telephone number of supplier: \_\_\_\_\_

Delivery date and time: \_\_\_\_\_ Pick up date and time: \_\_\_\_\_

## VENDORS:

*\*Permit required*

Contact Wayne County Auditor's Office @ (330)287-5441

# of Food Vendors: \_\_\_\_\_ # of Merchandise Vendors: \_\_\_\_\_

## PARKING:

Parking is permitted only in designated areas of the city.

Please describe the parking arrangements you have made for staff, volunteers, entertainers, patrons, supply trucks, and/or vendors: \_\_\_\_\_

## PORTABLE RESTROOMS:

You are responsible for providing portable restrooms to accommodate your event attendees and participants. Portable restroom suppliers can assist you with determining the quantity.

Name the of company supplying restrooms: \_\_\_\_\_

#of units: \_\_\_\_\_ Delivery date and time: \_\_\_\_\_ Pick Up date and time: \_\_\_\_\_

## ELECTRIC & WATER SERVICE:

Do you need to hook up to existing outlet source?

Yes No

\*\$10.00 per outlet x \_\_\_\_\_ outlets = \$ \_\_\_\_\_

Do you need access to power in excess of standard outlets?

Yes No

\*\$75.00 per hookup for electrical services with temporary hookup x \_\_\_\_\_ hookups = \$ \_\_\_\_\_

Do you need a hook up to a city water source?

Yes No

\*\$10.00 per hookup x \_\_\_\_\_ hookups = \$ \_\_\_\_\_

# CITY OF WOOSTER SPECIAL EVENTS PERMIT

## CLEAN UP/LITTER MANAGEMENT

You are responsible for all litter, grease, ash and gray water generated by your event.

Arrangements should be made with a private power-washing contractor to remove all stains left by your event.

**Deposit of \$100.00 is required for ensuring cleanup of Downtown Events**

= \$ 100.00

**(This amount is refundable depending on appearance of site after event).**

How will you collect and remove trash generated at your event? \_\_\_\_\_

What is the name your trash hauler? \_\_\_\_\_

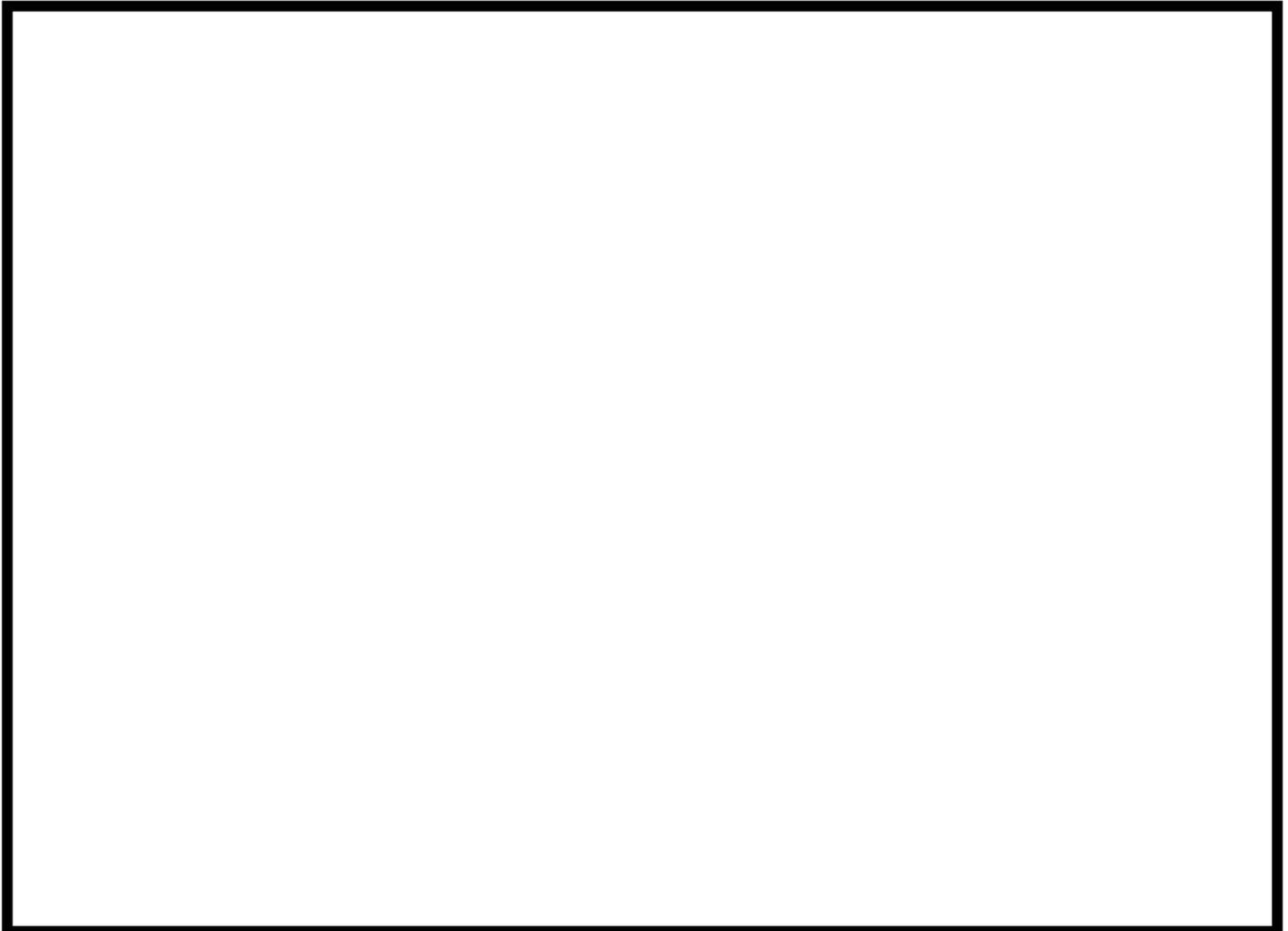
Number of dumpsters ordered? \_\_\_\_\_ Size of dumpsters? \_\_\_\_\_

Delivery date and time for dumpsters: \_\_\_\_\_ Removal date and time: \_\_\_\_\_

## SITE/ROUTE MAP

### Event Site Map should include:

- An outline of the entire event venue including names of all streets or areas that are part of the venue and the surrounding area. If the event is a parade/race, indicate the direction of travel.
- The location of all stages, fencing, barricades, scaffolding, tents, portable restrooms, booths, cooking areas, trash dumpsters, grease/ash containers, gray water containers and other temporary units.



# CITY OF WOOSTER SPECIAL EVENTS PERMIT

## INSURANCE

In addition to completing the application form, and paying the permit and rental fees, applicant is required to submit an original Certificate of Insurance in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. Your insurance certificate should list as the Certificate Holder: City of Wooster, 538 N. Market St., Wooster, OH 44691. This form can be faxed directly to:

Wooster Recreation Department  
Ashley Brillhart  
(330)263-5215

## ACKNOWLEDGEMENT/SIGNATURE

\_\_\_ \$100 Clean Up Deposit (if applicable) \_\_\_ Event Site Map or Route Map \_\_\_ Certificate of Insurance

**IMPORTANT REQUIRED ATTACHMENTS ABOVE MUST BE INCLUDED WITH APPLICATION**

YOU OWE.....\$ \_\_\_\_\_

*I, the applicant understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that by providing such information it is no guarantee that my proposed event will be issued a permit by the City of Wooster and the Wooster Parks and Recreation Department. If further accept responsibility to hold free and harmless the City of Wooster, Wooster Parks and Recreation Department, Mainstreet Wooster and the Wooster Area Chamber of Commerce and to meet all departmental fees, and details for any contract services required to make the proposed event safe and successful. I verify that I have read and understand this application and the conditions under which my request will be considered. The risk of promoting an event before a permit is issued is the sole responsibility of the applicant.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this application to:**  
**WOOSTER RECREATION DEPT**  
**ASHLEY BRILLHART**  
**241 S. BEVER ST**  
**WOOSTER, OH 44691**

Applicants are processed in the order that they are received.

IF YOUR EVENT IS CANCELLED OR POSTPONED, A COURTESY CALL TO THE WOOSTER RECREATION DEPARTMENT (330)263-5207 IS APPRECIATED!

**\*OFFICE USE ONLY\***

Payment Amount: \_\_\_\_\_ Payment Type:  Visa  Mastercard  Discover  American Express  Check  Cash  
\_\_\_\_ Executive Director Chamber of Commerce Name on Account: \_\_\_\_\_  
\_\_\_\_ Executive Director Main Street Wooster, Inc  
\_\_\_\_ Director of Administration, City of Wooster Account #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Copies to: Administration Police Fire Maintenance Post Office Main Street Wooster Chamber of Commerce Original to Applicant File