

Village of Waynesville

Special Events Permit Application

THIS APPLICATION IS USED FOR EVENTS UTILIZING THE PUBLIC RIGHT OF WAY THAT FEATURE CONCERTS, SALES, VENDORS OR PARADES.

INSTRUCTIONS

This completed application with all support documents/attachments and non-refundable permit application fee of \$25.00, plus an additional \$25.00 for each block (each section of street between 2 intersections/terminus) closed must be received by the Village of Waynesville according to the schedule below to the proposed event date:

One block or less, no intersection	30 Days prior to event
One intersection and no more than 2 blocks	60 Days prior to event
3 or more blocks and 2 or more intersections	90 Days prior to event

Incomplete applications will not be processed. **Depending on components of your event, additional permits may be required by the State of Ohio, Village of Waynesville, Wayne Township or Warren County Agencies.**

APPLICANT

Host Organization: _____ Tax I.D # _____

Applicant Name/Title: _____ E-Mail: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Applicant Phone #1: _____ Applicant Phone #2: _____

EVENT INFORMATION

Name of Event: _____ Event Web Site: _____

Event Dates (for recurring events, please list all dates): _____

Event Type (Check all that apply): Festival Concert Vending Parade Run/Walk

Other (Please specify): _____

Anticipated Attendance: _____

Description of event, purpose and target audience: _____

Set-up Date: __/__/__ Set-up Hours: __AM or PM to __AM or PM

Event Day 1: __/__/__ Operation Hours: __AM or PM to __AM or PM

Event Day 2: __/__/__ Operation Hours: __AM or PM to __AM or PM

Event Day 3: __/__/__ Operation Hours: __AM or PM to __AM or PM

Tear-Down Date: __/__/__ Tear-Down Hours: __AM or PM to __AM or PM

Rain Date(s): (MUST BE REQUESTED AT TIME OF PERMIT APPLICATION) _____

EVENT COMPONENTS

Please check all boxes that apply to your event and provide details when requested:

- On-site Cooking
- Soliciting Donations
- Inflatables # _____
- Exhibits/Displays
- Signage
- Carnival Rides
- Bounce Amusements # _____
- Product/Info Giveaway
- Parade
- Food Booths
- Portable Stage, Size? _____
- Vehicles on Display
- Amplified Sound
- Shuttle Service
- Golf Carts/ATV's

VENDING: Number of Food Vendors: _____ Number of Merchandise Vendors: _____

Event organizer shall provide all vendor contact information to Village.

Will attendees be required to pay admission or any other charges? YES NO

PARKING: Describe the parking arrangements you have made for staff, volunteers, entertainers, patrons, supply trucks, vendors and persons with disabilities. _____
If more space is required, attach detailed description.

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

Name and telephone number of company supplying restrooms: _____

Number single units _____ Number multi-units _____ Number of handicap units _____

Delivery date and time: _____ Removal date and time: _____

TEMPORARY STRUCTURES: Specific rules apply to placement and anchoring of tents, stages/platforms and booths. Please indicate on your site map the location of each tent, stage/platform and booth. **Tents over 700 sq. ft. with no sides or 400 sq. ft. with side panels require a Warren County Building Department permit.**

TENTS: Size(s): _____ Total number: _____

Indicate the intended method of anchoring tents: _____

Name of tent supply company and contact person: _____

Cell: _____

Delivery date and time: _____ Removal date and time: _____

PORTABLE STAGES/PLATFORMS: Size(s): _____ Method of anchoring stage: _____

FENCING: Do you plan to erect any temporary fence? YES NO

If so, please list locations. _____

CLEAN UP/LITTER MANAGEMENT: Applicant is responsible for collection and proper disposal of all litter, grease, ash, and gray water generated by your event. Events may be assessed \$500.00 per day for items remaining above and beyond permitted time/use.

How will you collect and remove waste generated at your event? _____

Number of dumpsters ordered? _____ Size of dumpsters? _____

List the name and telephone number of all companies providing waste collection and services: _____

Delivery date and time for dumpsters: _____ Removal date and time: _____

EVENT SIGNAGE: Applicant is responsible for adhering to all Village sign rules and regulations, and **may need a sign permit.**
Applicant must contact the Village Manager to discuss signage before the event.

PUBLIC SERVICES

FIRE/EMS SERVICE: You will need a Wayne Township Fire Department Approved Safety Plan that addresses such items as emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and fire and emergency medical services personnel at the event depending upon the numbers of persons at or the nature of your event. Contact Wayne Township for assistance and guidance. **The applicant is responsible for any permits that Wayne Township may require.**

POLICE/SECURITY SERVICE: You will need a Village of Waynesville Approved Security Plan that addresses such items as crowd control, collection and depositing of cash, lost child procedures, entry points for emergency vehicles, communication throughout the event area, emergency evacuation and severe weather procedures. Contact the Village Police Chief for assistance and guidance at least 30 days in advance. The Police Chief will determine how many officers are required for your event depending upon the number of attendees and nature of your event. **You may also be required to contract police services through the Village of Waynesville Special Policing Contract.**

STREET CLOSURE/TRAFFIC CONTROL

The Village Manager will have the final approval for all street closings, rerouting of traffic, blocking of streets, and shuttle plans. List all blocks and intersections requesting to be closed:

On street parking removal prior to and/or during the event requested? YES NO

All street closure and parking signs must be posted no later than 24 hours before the event. When and in the manner authorized by the Police Chief and Village Manager, the event organizers will be responsible for filling in the correct dates on the signs, posting/removing the signs and notifying the Village Police Department when the task is complete. Failure to remove temporary signage posted after the event will result in additional charges being assessed by the Village to remove signage. Event organizer may be able to contract any or all of these services with the Village.

Shuttle bus service? YES NO

Please list all bus stops and describe bus route.

TEMPORARY WATER SERVICE: **For a fee,** the Village of Waynesville may be able to provide temporary water service for your event. Please list any needs for water:

SITE MAP

Applicant must submit a site map outlining the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. Include the location of all applicable temporary items such as entertainment or stage areas, tents, cooking areas, inflatables, portable restrooms and dumpsters. Note the location of first aid services, lost children area, event command post, shuttle sites, handicap parking and drop off area, and parking areas for supply vehicles and/or trailers and emergency routes.

INSURANCE

Applicant is required to submit a Certificate of Insurance listing the Village of Waynesville as an additional insured, covering all the event days, including set up and tear down days, in an amount not less than one million dollars per incident (\$1,000,000.), two million dollars aggregate (\$2,000,000.). At the Village’s discretion, certain event components may require additional insurance over the minimum coverage. All events exceeding 2 blocks will be insured in an amount not less than five million dollars per incident (\$5,000,000.) and seven million dollars aggregate (\$7,000,000.). Organizations whose certificate of insurance will expire after the application deadline, and prior to the event, may submit a copy of their existing policy, but are required to submit an updated certificate no less than 10 days prior to the event.

In the event Applicant requires any of its contractors, subcontractors, vendors, or other related parties to obtain insurance coverage that identifies Applicant as an additional insured, Applicant shall require those parties to also identify the Village of Waynesville as an additional insured. Such certificates of insurance shall be submitted no less than 10 days prior to the event or prior to any event preparation activities at the event site.

FEES

Event organization is responsible for all costs associated with Village staff and equipment necessary to safely conduct the event as determined by the Village Manager. The event organization will be invoiced for these services and is payable within 30 days. A deposit may be required.

Pursuant to § 36.01, if an application filed with the Village causes the Village to incur expenses for third party consultants (“third party costs”), such costs shall be the obligation of the applicant or the person making the request, including the services of an engineer, Village Law Director or surveyor.

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, there is no guarantee that my proposed event will be issued a permit by the Village of Waynesville. I further accept responsibility to hold free and harmless the Village of Waynesville and to meet all Village rules and regulations including submitting proof of proper insurance, a detailed site map, payment of all Village fees (no refunds), and details for any contract services required to make the proposed event safe. The risk of promoting an event before a permit is issued is the sole responsibility of the applicant. Prior to or during the event, a permit may be revoked at the discretion of the Village Manager upon finding the health or safety of the public is threatened by any emergency, disorder, or other unforeseen condition which has arisen, or if it’s determined that the health and safety of the public has been placed at risk due to adverse weather conditions, actions by the permit holder or event participants, or any other contingency adversely affecting the health safety or welfare of the public, or if it is determined that information provided in the permit application has been misrepresented or falsified. If the special event permit is revoked, the permit holder must take immediate steps to terminate all event activities in an orderly manner. The applicant expressly waives all claims for damage or loss of profit and other compensation should the permit be revoked. I understand that all information listed on my application, permit, attachments and supporting documents are subject to public disclosure by the Village of Waynesville. I verify that I have read and understand this application and the conditions under which my request will be considered.

Applicant's Signature: _____ Date: _____

Printed Name/Title _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

To the fullest extent by law, the Organization agrees to indemnify and hold the Village of Waynesville, its respective officers, agents and employees harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of bodily injury, sickness, or disease (including death result at any time there from) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization, or anyone acting in its behalf in connection with or incident to your event, for except that the Organization shall not be responsible to the Village on indemnity for damages caused by or resulting from the Village's sole negligence; and the Organization shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced there under. The Organization shall pay any and all judgments that may be recovered in any suit, action or proceeding, and any and all expense, including but not limited to, costs, attorney's fees and settlement expenses that may be incurred therein.

Organization Name: _____

Authorized Signature: _____ Date: _____

Printed Name/Title _____

SUBMISSION CHECKLIST:

Make check payable to "Village of Waynesville"

- Completed Application including signed Indemnity/Hold Harmless Agreement
- Non-refundable Application Fee
- Event Site Map
- Parking and Shuttle Plan, if applicable
- Parade/Walk/Run Route including Staging Areas
- Certificate of Insurance
- Event Vendor Information form, if applicable
- Zoning Permits, if applicable
- Signed Agreement for Special Police Services, if required
- Has Village of Waynesville Security Plan signed by the Police Chief been provided to the Village Manager?
- Has Wayne Township Fire Department Safety Plan signed by the Fire Chief been provided to the Police Chief and Village Manager?

Return this application to:
VILLAGE OF WAYNESVILLE
1400 LYTLE ROAD
WAYNESVILLE, OH 45068

(Do not write below this line)

FOR OFFICE USE ONLY:

Total Fees Owed: \$ _____

Approved By: _____

Title: _____

Date: _____