



City of Cleveland

Department of Public Works

Dear Event Promoter:

Welcome to the City of Cleveland!

The Office of Special Events and Marketing look forward to working with you to provide a successful year of events for the mutual benefit of the City of Cleveland and event organizers. We hope to make the process of applying for event-specific permits and licenses as simplified as possible. You must adhere to the timeline and due dates indicated in the event packet. Failure to do so may result in delay in issuance of the required paperwork.

To ensure a safe and enjoyable event, we require that the event promoter follow a series of guidelines set forth by the City of Cleveland and our Special Events Codified Ordinance. The guidelines are listed below:

1. Request a Special Events Packet from the Office of Special Events
2. Review information in the enclosed packet:
 - City's Festival Policy
 - Event Checklist
 - Event Scheduling Policy and Application Form
 - General Rules for Use of City Property
 - Board of Control Fees and Rental Schedule
 - Vendor Data Report Form
3. Submit a detailed written proposal, completed Vendor Data Report and completed Special Use Permit application form to the City of Cleveland:

Special Events and Marketing
500 Lakeside Avenue
Cleveland, Ohio 44114

THE OFFICE OF SPECIAL EVENTS MUST RECEIVE YOUR SPECIAL USE PERMIT APPLICATION AND WRITTEN PROPOSAL ONE HUNDRED TWENTY (120) DAYS PRIOR TO THE COMMENCEMENT OF YOUR EVENT OR THE DEPARTMENT WILL NOT BE ABLE TO CONSIDER YOUR REQUEST UNTIL THE NEXT CALENDAR YEAR.

4. Upon approval of your proposal, The Office of Special Events will contact you to set up a date and time for you to appear before the Special Events Steering Committee. At this time, you will have an opportunity to give a presentation about your event.
5. The appropriate permit/license application and checklist will be provided at the meeting to be signed and returned along with necessary permits.
6. All fees must be received not less than thirty (30) days prior to the commencement of your activity. All permit fees must be paid by cashier's check or money order, made payable to "City of Cleveland". **NO CASH, PERSONAL CHECKS OR CREDIT CARDS WILL BE ACCEPTED.**
7. If all of the above is processed and approved by the City of Cleveland according to the given time line, you will be issued a Special Use Permit for your event.
8. Please be advised that you do not have approval for your event until you have received a permit from the Department Public Works signed by the Director.

For any questions or concerns, please contact the Office of Special Events & Marketing at 664-2484.

We wish you great success in planning and executing your event!

CITY OF CLEVELAND FESTIVAL POLICY

Community festivals and other special events are important to both the economic and cultural vitality of our community. They invite tourism, provide a forum to showcase local artisans and performers and contribute to the revitalization of neighborhoods and the downtown district.

The City of Cleveland, therefore encourages special events that increase recreational opportunities available to those residing within the corporate limits of the city and beyond.

The city's criteria for evaluating and scheduling use of its properties for events is as follows:

- The impact of the event on the public health, welfare and safety of the community at large.
- The frequency of the same or similar event(s).
- The impact and/or costs of the event as they relate to city support services.
- The extent to which the event contributes to an area's economic revitalization.
- The impact of the event on the environment.
- The likelihood of attracting tourists.

Because of the city's desire to stimulate activity and growth within the community, the City of Cleveland will make a special effort to work with promoters interested in producing high-quality events, hereby adding to a positive community environment.

Final decisions relative to use of city properties for special event purposes, however, rest within the authority vested with jurisdiction over public properties.

SPECIAL EVENT CHECKLIST

<u>RECOMMENDED ACTION TIMETABLE</u>	<u>DAYS PRIOR TO EVENT</u>
1. Submit letter of request to reserve facilities	120 days
2. Develop and submit site plan; submit enclosed application	120 days
3. Appear before Steering Committee-receive paperwork with checklist	TBD
4. Apply for street closing permits (if necessary)	120 days
5. Negotiate concession agreement (if required)	120 days
6. Develop and verify security plan	90 days
7. Alert Cleveland Police Traffic Unit and RTA of requested bus reroutes	90 days
8. Secure building permits for temporary use of electrical and plumbing hookups, stage/tent construction	90-60 days
9. Secure parade permit (if applicable)	60 days
10. Secure state alcoholic beverage permit	60 days
11. Arrange for portable toilets	60 days
12. Arrange for health permits for temporary outdoor food service.	60 days
13. Secure festival permit and remit festival fees and clean up/damages security deposit	60-30 days
14. Secure fireworks permit	45 days
15. Supply proof of insurance (copy of complete policy) to appropriate authority	15 days
16. Return checklist with copies of approved permits	10 days
17. Submit audited statement of event (see Event Scheduling Policy section)	10 days after event

EVENT SCHEDULING POLICY

1. All special uses of public properties under the jurisdiction of the Department of Public Works shall be scheduled through the Director' Office, c/o Cleveland Convention Center, 500 Lakeside Avenue.

2. Assignment of dates for use of public properties shall be at the sole discretion of the Director of Public Works. Dates will be awarded on a first-come, first-served basis, depending upon availability, and provided that all requirements listed below are met:
 - a. a detailed site plan is provided including location of exhibitors, stages, food booths, porta-johns, tents, and sizes and gross weights of all vehicles.

 - b. cashier's check or money order payable to City of Cleveland has been received as a security deposit guaranteeing satisfactory cleanup and trash removal from grounds as well as protection from property damages in the amounts specified below:

<u>Projected Attendance</u>	<u>Cleanup/Damage Deposit</u>
1. 1-99	\$ 0 - 200.00- determined by Director of PW
2. 100-10,000	\$ 2,000.00
3. 10,001-15,000	\$ 4,000.00
4. 150,000- over	\$ 6,000.00

- c. a comprehensive property damage and liability insurance policy naming the City of Cleveland as an "additional insured" with limits of not less than \$1 million is provided;

- d. plans for on-site event security, traffic control, and necessary street closing is approved;

- e. proper provisions are in place for adequate portable sanitation facilities.

- f. Other requisite permits for safe conduct of the event have been secured and copies provided to the Public Works Department.

- g. Per Codified Ordinance 133.031 – Special Event Concession Agreement and Charges, every person or entity sponsoring a special event involving sale of items, charging of admissions, or closure of more than one-half linear mile of City streets shall submit an independently audited statement of gross revenues derived from the special event within such time period after the special event as may be specified by the director of the affected department or his designee.

NEW EVENTS

1. Sponsors of events which have never been held in the City of Cleveland are strongly advised to contact the Manager of Special Events one year in advance of the date of the event to arrange for a preliminary review by affected City agencies of all aspects of the event.

CONCESSION AGREEMENT

1. Sponsors of events in the downtown area with an estimated attendance of 100,000 or more persons will be required to enter into a concession agreement (Ordinance 183.04) with the City of Cleveland. This agreement must be finalized three months prior to the date of the event.

POSTING OF PERMITS

Event promoters shall post on site, in a clearly visible location, **ALL** permits, i.e., electrical, plumbing, site-use, liquor, food/beverage vending, etc., pertaining to their event. Failure to do so may result in revocation of privileges.

SPECIAL USE PERMIT APPLICATION

CITY OF CLEVELAND- DEPARTMENT OF PUBLIC WORKS
Office of Special Events & Marketing

NOTE: For processing purposes this application **MUST** be received at least **14 days** prior to event date. **(NO EXCEPTIONS PERMITTED)**

PLEASE READ CAREFULLY - TYPE OR PRINT

* **PROMOTER INFORMATION**

NAME OF PROMOTER/ORGANIZATION _____
ADDRESS _____ CITY _____ ZIP _____
NAME OF KEY CONTACT _____ TELEPHONE _____
FAX NUMBER (IF APPLICABLE) _____ E-Mail _____

SECONDARY CONTACT _____ TELEPHONE _____
ADDRESS _____ CITY _____ ZIP _____

NAME OF FACILITY/PROPERTY REQUESTED _____

FACILITY/P ROPERTY ADDRESS _____
DAYS & DATE(S) OF EVENT _____
HOURS OF USE: FROM HOUR OF () UNTIL ()

DAY(S) & DATE(S) OF SETUP _____
HOURS OF SETUP () UNTIL ()
DAY(S) & DATES(S) OF TEAR DOWN _____
HOURS OF TEAR DOWN () UNTIL ()

PLEASE GIVE A **DETAILED DESCRIPTION** OF PLANNED ACTIVITY:
(Please include food/beverage/merchandise sales, exhibits, entertainment, etc.)

*** SPONSORSHIP INFORMATION**

Note: Information provided shall remain confidential

NAME OF EVENT'S TITLE SPONSOR _____

KEY CONTACT _____ TELEPHONE _____

LIST THE MONETARY VALUE OF THEIR CONTRIBUTION, INCLUDING IN-KIND SERVICES PROVIDED _____

IF OTHER SPONSORS ARE SUPPORTING YOUR EVENT, LIST THE SAME INFORMATION FOR EACH ON A SEPARATE SHEET OF PAPER, AND ATTACH TO THIS APPLICATION.

*** EVENT CLASSIFICATION**

AFTER REVIEWING THE ATTACHED EVENT CLASSIFICATION INFORMATION, PLEASE INDICATE, AND PROVIDE DOCUMENTATION TO JUSTIFY, WHAT YOU FEEL IS THE APPROPRIATE DESIGNATION FOR YOUR EVENT.

CLASS "A"

CLASS "B"

CLASS "C"

CLASS "D"

*** GENERAL INFORMATION**

WHAT IS THE MAXIMUM ATTENDANCE EXPECTED? _____

IS AN ADMISSION FEE REQUIRED TO ENTER THE EVENT? YES NO

HOW MUCH? _____ IS THIS A BENEFIT ACTIVITY? YES NO

IF SO, NAME BENEFICIARY _____

ADDRESS _____ CITY _____ ZIP _____

CONTACT _____ TELEPHONE _____

HOW IS EVENT BEING PUBLICIZED? TV/RADIO/NEWSPAPER/HANDBILLS/BILLBOARDS

IS THERE A MAJOR MEDIA SPONSOR? YES/NO NAME _____

*** INSURANCE INFORMATION**

Note: Certificate of insurance has to name City of Cleveland as an additional insured in not less than \$1 million for property & liability damages

NAME OF INSURANCE PROVIDER _____

ADDRESS _____ CITY _____ ZIP _____

AGENT/CONTACT _____ PHONE _____

LIMITS OF LIABILITY/PROPERTY DAMAGE COVERAGE _____

LIMITS OF LIQUOR LIABILITY (if applicable) _____

* **SECURITY ARRANGEMENTS**

Note: All special events conducted on City property must have responsible security on site

ARE CLEVELAND POLICE OFF-DUTIES BEING HIRED? _____ HOW MANY _____
NAME OF CONTACT _____ TELEPHONE _____

OTHER SECURITY? _____ HOW MANY _____
NAME OF CONTACT _____ TELEPHONE _____

* **TRAFFIC CONTROL PLANS**

DESCRIBE IN DETAIL PLANS TO COORDINATE TRAFFIC CONTROL

HAS CLEVELAND POLICE TRAFFIC UNIT BEEN CONTACTED? YES NO
WHO IS SUPPLYING MANPOWER AND BARRICADES FOR APPROVED STREET
CLOSURES? _____

* **CLEANUP/SANITATION REQUIREMENTS:**

Note: Cleanup of area(s) utilized must be accomplished within a reasonable time after conclusion of event. **NOT MORE THAN 24 HOURS PERMITTED IN ANY INSTANCE.**

WHO IS HANDLING CLEANUP? _____
KEY CONTACT _____ TELEPHONE _____

ARE PORTA-JOHNS BEING PROVIDED? YES/NO HOW MANY _____
COMPANY PROVIDING PORTA-JOHNS _____

* **EQUIPMENT RENTAL (FOR COUNCIL DESIGNATED EVENTS ONLY)**

STAGE (SIZE) _____ # TABLES _____ # CHAIRS _____
TRASH CONTAINERS _____
MISCELLANEOUS _____

*** OTHER PERMIT REQUIREMENTS:**

HAVE YOU DEVELOPED A SITE PLAN FOR YOUR EVENT? YES NO
HAS IT BEEN APPROVED BY THE DEPARTMENT OF BUILDING & HOUSING? YES NO

ARE THERE TEMPORARY ELECTRICAL HOOKUPS BEING INSTALLED? YES NO
ARE THERE TEMPORARY STRUCTURES BEING ERECTED (BOOTHES, TENTS)? YES NO

IF YES TO ANY OF ABOVE, DO YOU HAVE PROPER PERMITS FROM CITY'S
DEPARTMENT OF BUILDING & HOUSING? YES NO

WILL ALCOHOLIC BEVERAGES BE SOLD? BEER/WINE/LIQUOR YES NO
IF YES, HAS A LIQUOR PERMIT BEEN OBTAINED FROM STATE OF OHIO? YES NO

HAS THE CLEVELAND HEALTH DEPT APPROVED SITE PLANS FOR FOOD
VENDING? YES NO
DO ALL FOOD VENDORS HAVE A TEMPORARY FOOD SERVICE PERMIT? YES NO

IS THERE A PARADE IN CONJUNCTION WITH THE EVENT? YES NO
HAS A PARADE PERMIT BEEN ACQUIRED? YES NO

WILL A STREET CLOSING BE NECESSARY TO CONDUCT THE EVENT? YES NO
IF, SO HAS A STREET CLOSING PERMIT BEEN SECURED? YES NO

I hereby affirm that the above is true and correct to the best of my knowledge. I understand and will comply with all policies regarding use of city-owned properties and/or equipment under the jurisdiction of the Department of Public Works.

SIGNATURE OF APPLICANT

DATE

Please return completed application to: Department of Public Works, c/o Cleveland Convention Center, 500 Lakeside Avenue, Cleveland, Ohio 44114, (216)664-2484, Fax: (216) 420-8122 ATTENTION: Office of Special Events & Marketing

COST RECOVERY POLICY

EVENT CLASSIFICATIONS:

“Charitable Special Events” (Class “A”) means a special event Organization, and (2) contributes or reserves, without deductions or offsets, 90% or more gross event revenues to Public Interest Organization.

“Nonprofit Special Event” (Class “B”) means a special event which: (1) is sponsored by Public Interest Organization, and (2) contributes or reserves, without deductions or offsets, fifty percent (50%) or more, but less than ninety percent (90%), gross event revenues to a Public Interest Organization;

“Semi-profit Special Event” (Class “C”) means a special event which contributes or reserves, without deductions or offsets, ten percent (10%) or more, but less than fifty percent(50%) of gross event revenues to a Public Interest Organization;

“Profit Special Event” (Class “D”) means a special event which contributes or reserves, without deductions or offsets, less than ten percent (10%) of gross event revenues to Public Interest Organization.

City Services Cost Recovery: In addition to rent, each sponsor or producer of special event governed by Codified Ordinance Section 133.032 shall reimburse the city equal to: (1) all cost for services provided by all city departments except Public Safety (i.e. 100% cost recovery). The Public Safety Department shall collect cost for safety services according to the following schedule:

Aggregate Safety Costs	>90% of gross revenues To Class “A”	>50% <90% gross revenues To Class “B”	>10% < 50% gross revenues To Class “C”	<10% of gross revenues To Class “D”
Up to \$15,000	0%	50%	75%	100%
\$15,001-20,000	0%	55%	80%	100%
\$20,001-25,000	0%	60%	85%	100%
\$25,001-30,000	25%	65%	90%	100%
\$30,001-35,000	30%	70%	95%	100%
\$35,001-Above	35%	75%	100%	100%



City of Cleveland
 Department of Public Works
 Special Events

Request for Event Listing on City Calendar

Fill in as much information as you have available. Use a separate form for each event.

Applicant's Name			
Applicant's Phone No.			
Organization Name or City Department Name			
Event Category	<input type="checkbox"/> Arts/Culture <input type="checkbox"/> Trade Show <input type="checkbox"/> Career Fair <input type="checkbox"/> Rally <input type="checkbox"/> Festival/Parade <input type="checkbox"/> Sports/Recreation <input type="checkbox"/> Education		
Title of your Event			
Description	This area is for detailed information about your event. You may want to include sponsor names, fees, intended audience (i.e. Youth, Family, etc.). See the current calendar listings for additional ideas.		
Starting Time			
Ending Time			
Date of Event	FIRST DATE OF EVENT	LAST DATE OF EVENT	RECURRENCE (EXAMPLE: EVERY FRIDAY)
Location			
Website address, if any			
Event Contact name, phone number, email address	<input type="checkbox"/> Check here if the Event Contact is the same as Applicant		
Ward			

CITY OF CLEVELAND

DEPARTMENT OF PUBLIC WORKS
500 Lakeside Avenue
Cleveland, Ohio 44114
(216) 664-2484 (216) 420-8122-(fax)

I. GENERAL RULES FOR USE OF PROPERTY

1. The following rules apply to all groups or persons using properties under the jurisdiction of the Department of Public Works
2. Permission to use city properties for any purpose must be granted in writing on a permit issued or authorized by the Director of Public Works.
3. Facilities are intended for recreational or special purpose use in conjunction with the Department's activities and/or programs. Others groups may use them on a reserved, special basis, as time and space permit, provided that the intended use is consistent with the department objectives, and the best interest of the community.
4. When used herein or as language in the Application for Special Use Permit, the word "facility" shall include all property. Real and personal owned, leased, controlled or occupied by the Department of Public Works and the singular form of the word shall also include the plural.
5. No agreement pertaining to a Special Use Permit shall be of any force or effect unless such agreement is in writing, and signed by the Director of Public Works.
6. The application and any other person or persons, corporation or other organization on who behalf a Special Use Permit is granted agree that as partial consideration for the Department's issuance of a Special Use Permit, they will jointly and severally indemnify, defend and save harmless the City of Cleveland, the Department of Public Works and its members, administrators, agents and employee from liability, claims, right of actions, loss, cost, damages and expense (including attorney's fees) that may arise out of or be connected with, related to,

or caused by, either directly or indirectly, the special event authorized in the Special Use Permit.

7. If during the course of any event or activity for which the Department has granted a permit, the activities of any participant(s) or spectators(s) have become abusive or destructive to Department property or equipment, or have become adverse to the intent for which the permit has been granted, the Department reserves the right to immediately adjourn such event or activity.
8. The holder of a Special Use Permit shall be responsible for the event, and shall be present at the site/facility specified throughout the duration of the event. It is the responsibility of the permit holder to assure that an event participant or other spectator does not possess illegal firearms, or any other unauthorized dangerous instrumentality.
9. Special use Permits may be denied or revoked by the Director when the use of property authorized under the permit interferes with the regular use of property by the Department, when property is used for any purpose other than permitted function, when there has been a violation of these regulations, or when the Director determines that the proposed activity is not in the best public interest.
10. The Director reserves the right to reject a request to use public property for an activity or assembly which would unreasonably interfere with the general public convenience and safe use of streets, sidewalks or other public right-of-ways.
11. If a proposed activity requires other permits or licenses, i.e. food, beverages sales or vendor's license, liquor permit, temporary electrical or plumbing permit, etc., copies of such permits of license **MUST** be presented to the Department of Public Works prior to issuance of Special Use Permit.

II. LIABILITY INSURANCE

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1. Prior to insurance of a Special Use Permit, applicants will be required to provide the City of Cleveland with proof of a comprehensive property damage and liability insurance policy naming the city as "additional insured" during the course of an

activity, except when the Director determines that due to the nature of an event some or all of this coverage is necessary. The amount of coverage shall not be less than \$1 million, and may be greater depending upon the nature and length of an event. Applicant **MUST** provide the Department with a copy of the insurer's complete policy at least 15 days prior to commencement of an activity.

III. SAFETY/SECURITY

1. No person shall make or kindle an open fire, except in proper containers provided by the permit holder for that purpose, and then only with prior approval of the Fire Prevention Bureau, Cleveland Division of Fire.
2. No person shall cut, injure, deface, remove, or disturb any Department property at any time.
3. The Department reserves the right to prohibit or restrict any activity on Department property involving the use, display, or sale of animals, with the exception of police horses.
4. The Department reserves the right to require an event promoter to hire security before being granted permission to conduct an activity on Department property. The number of security persons and requirements concerning their affiliation and enforcement authority will be determined mutually by the Director of Public Works and Chief of Police.

IV. PARKING

1. Except as noted on a respective permit, vehicles of any type are prohibited from parking on city-owned properties for any purpose before, during or after a special event.

V. CLEANUP OF GROUNDS

1. All department facilities must be left in a clean and orderly condition at the conclusion of any special event. The Department reserves the right to require a deposit to guarantee satisfactory cleanup (reference that list in the Event Scheduling Policy). Such deposit must be tendered prior to commencement of event activities, and is payable only by certified cashier's check or bank draft.

2. As used in this section, "cleanup" means pickup and removal of all litter, debris, food spill or other trash directly attributable to the special event activities use. Removal of trash must be accomplished in a timely fashion throughout the area specified in the Special Use Permit.

VI. PORTABLE SANITATION FACILITIES

1. Portable sanitation facilities may be required at certain events conducted on the Department's properties, and shall be provided by sponsoring organization(s). The number and placements shall be determined by the Director of Public Works, following consultation with the City's Division of Environmental Health and will be dependent upon scope, duration and location of the event.

VII. USER ADVERTISING RIGHTS AND DISPLAYS

1. Public properties may not be utilized purely for the opportunity to gain commercial or corporate exposure, or as means to generate commercial visibility without a permit issued by the Director. Advertising instruments such as banners, placards, or other devices may be displayed only in conjunction with permitted special events or pursuant to a separate Special Use Permit.
2. The holder of a Special Use Permit shall ensure that no person, club, league or organization shall distribute any circular, cards, or written matter, or post or affix any placards, notice, poster or sign in or on any departmental property or demonstrate or sell any article for private pecuniary gain without prior permission from the Department.

VIII. CITY SERVICES/EQUIPMENT

1. The City of Cleveland has no obligation to provide city services and/or equipment in support of special events on its properties. Procurement of police and fire protection, traffic control assistance, cleanup, portable sanitation facilities, barricades, snowfencing, electrical/water hookups or other amenities are the sole responsibility of those applying for use of city-owned space.

2. In order to serve the best interests of the general public, the Office of Permits and Special Services shall maintain a service. The maintenance of such a list, however, shall not be construed as an endorsement to be obligated to hire purveyors whose names appear on such a list.

VENDOR DATA REPORT

Name of Event _____ Date (s) _____

Location _____

	VENDOR NAME	ITEM OF SALE	COST/EA. UNIT
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

If you have more than 10 vendors, please provide the same information for all others on a separate sheet and attach.

Return to:
DEPARTMENT OF PUBLIC WORKS
OFFICE OF SPECIAL EVENTS & MARKETING
500 LAKESIDE AVENUE
CLEVELAND, OHIO 44114
(216) 664-2484