



# City of Loveland

## Special Event Permit Application

All Applications must comply with the City's Special Event Policy. Completed Special Event Applications must be submitted at least 90 days prior to the scheduled event, or 120 days in advance if alcohol will be served or sold during the event.

### Applicant/Event Organizer Information

Applicant/Organizer: \_\_\_\_\_

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

Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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

Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Non-Profit or Charitable Organization?  Yes  No Tax I.D. Number: \_\_\_\_\_

### Summary of Event

Event Title/Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Setup Time: \_\_\_\_\_ Event Dismantle Time: \_\_\_\_\_

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

Event Website: \_\_\_\_\_

**Event Narrative (Detailed Description of Event)**

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**Site Plan/Route Map**

Illustrate buildings, nearest cross streets, location of band and/or DJ, parking areas, location of existing fire lanes, locations and dimensions of all tents, fences, signs, generators and inflatables. A route map must be provided for all running, biking, or walking events.

## Event Details

Will event participants be charged an admission/participation fee?  Yes  No

If yes, how much is the fee? \_\_\_\_\_

Will alcohol be sold/served at the event?  Yes  No

If yes, indicate the:

Type of beverages: \_\_\_\_\_

Size of servings: \_\_\_\_\_

Price: \_\_\_\_\_

If yes, provide a list of the people who will be serving alcohol.

Will Nisbet Park be utilized?  Yes  No

If yes, describe the use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will there be music during the event?  Yes  No

If yes, will the music be amplified?  Yes  No

Describe entertainment: \_\_\_\_\_

\_\_\_\_\_

Will you have other entertainment during the event?  Yes  No

If yes, describe the entertainment: \_\_\_\_\_

\_\_\_\_\_

Will you have inflatables at the event?  Yes  No

If yes, how many? \_\_\_\_\_ Size? \_\_\_\_\_

Will tents larger than 10' x 10' be erected at the event?  Yes  No

If yes, how many tents will be erected? \_\_\_\_\_

If yes, what is the size of the tent(s)? \_\_\_\_\_

## Event Details Continued

Will signage be used for the event?  Yes  No

If yes, where will the signs be located? \_\_\_\_\_

\_\_\_\_\_

Will you want a banner over a W. Loveland Avenue?  Yes  No

Will you need temporary electric service?  Yes  No

Will you have fireworks at the event?  Yes  No

Will a parade be part of the event?  Yes  No

If yes, identify the parade route, staging area and direction of the procession. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will mobile food trucks be at the event?  Yes  No

If yes, how many food trucks will be at the event? \_\_\_\_\_

If yes, provide as an attachment to the application listing the name(s) of the food truck, the operator, their contact information including phone number, address, email address, and what will be sold.

Will mobile food truck vendors pay a participation fee?  Yes  No

If yes, how much will they be charged? \_\_\_\_\_

Will vendors/concessionaires be at the event?  Yes  No

If yes, how many vendors/concessioners? \_\_\_\_\_

If yes, provide as an attachment listing of the name(s) of the vendors and concessionaires, the operator, their contact information including phone number, address, email address, and what will be sold.

Will vendors/concessionaires pay a participation fee?  Yes  No

If yes, how much will they be charged? \_\_\_\_\_

### Event Costs and Proceeds

What is the estimated cost of producing the event? \_\_\_\_\_

What is the estimated revenue raised by the event? \_\_\_\_\_

What does the event organization do with the revenue generated from the event?

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### Proof of Insurance

The applicant/event organizer will provide a certificate of insurance (COI) in a form acceptable to the City with comprehensive general liability insurance in an amount not less than \$1,000,000 per occurrence and not less than \$2,000,000 aggregate which names the City of Loveland as an additional insured. In addition, if alcoholic beverages will be sold or distributed, the applicant/event organizer will provide a COI with liquor liability in an amount not less than \$1,000,000 which names the City of Loveland as an additional insured. The City Manager may require additional insurance for particular types of events (e.g. fireworks).

### Permits and Licenses

The Event Organizer shall be responsible for ensuring that the event and each vendor participating in the event obtains the proper licenses.

### Indemnification and Hold Harmless

The Event Organizer and Organization shall indemnify and hold harmless the City of Loveland, its officials, employees, subcontractors, agents, and assignees from any and all losses, damages, injuries, claims, demands, and expenses arising out of the operation of the special event or the condition, maintenance, and use of public property.

### City Services and Fees

The City will provide an estimate of city services costs prior to the event. These costs are outlined on the following page and include application fees, permit fees, rental fees, temporary electric fee, inspection fees, police personnel, fire and EMS personnel, and public works personnel.

### Signature of Applicant/Event Organizer

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Special Event Fees

Based on the information contained in the application, the city will determine all fees that will be charged for the event. In addition to the \$150 application fee, additional charges may include:

- |   |                                |
|---|--------------------------------|
| ▪ Nisbet Park Usage (shelters, amphitheater, or open space) | \$75/day                       |
| ▪ Electric Subpanel Installation                            | \$50 each                      |
| ▪ Tent Permit & Inspection (larger than 10' x 10')          | \$164.25 first tent            |
| Each additional tent  | \$27.73 each                   |
| ▪ Stage Permit & Inspection                                 | \$164.25, plus plan review fee |
| ▪ Street Banner Permit                                      | \$100                          |
| ▪ Outdoor Music and Amplification Permit                    | \$20 per event/\$50 annually   |
| ▪ City Staff Requirements (three-hour minimum per employee) |                                |
| ○ Police  | Overtime Wage                  |
| ○ Public Works  | Overtime Wage                  |
| ○ Fire/EMS  | \$40/hour                      |

Upon approval, an invoice will be sent to the event organizer.

## Application Submission

All Applications must comply with the City's Special Event Policy. Completed Special Event Applications must be submitted at least 90 days prior to the scheduled event, or 120 days in advance if alcohol will be served or sold during the event.

1. Submit the completed application to:

Loveland City Hall  
Attn: Misty Brents  
120 W. Loveland Avenue  
Loveland, Ohio 45140

2. Include the \$150 application fee with the application. Make the check payable to "City of Loveland." This fee is non-refundable and due at the time of submission.

Note: Incomplete applications will not be accepted.

Questions should be directed to Misty Brents at [mbrents@lovelandoh.gov](mailto:mbrents@lovelandoh.gov) or 513-707-1437.