

# Village of Put-in-Bay Special Event Application

Box 245, 435 Catawba Ave. · Put-in-Bay, Ohio 43456 · Ph: (419) 285-2443 Fax: (419) 285-2533

**\*\*This application must be submitted 30 days prior to the event.** Please return this application to the Clerk at the Village Townhall with a copy of your liability insurance of not less than \$1,000,000. You may also submit this application by email or fax.

Applicant Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

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

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

Name of Event: \_\_\_\_\_ Proposed Date: \_\_\_\_\_

Start/Finish time: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Type of Event:

Parade: \_\_\_\_\_ Run: \_\_\_\_\_ Walkathon: \_\_\_\_\_ Road Closing: \_\_\_\_\_ Parking: \_\_\_\_\_ Other: \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_ Bands: \_\_\_\_\_ Floats: \_\_\_\_\_

Motorized Units: \_\_\_\_\_ Mounted Units: \_\_\_\_\_ Pedestrian Units: \_\_\_\_\_ Animals: \_\_\_\_\_

Other: \_\_\_\_\_

Event Description: (Briefly provide a description of the event, including activities, timeline, and sequence of events.)

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If the event is to occur at night, describe how you will light the event area(s) to increase the safety of participants and spectators coming to and leaving from the event.

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Describe how you intend to mitigate the impact of this event on businesses, churches, neighbors, motorists, and others. (If necessary, attach additional sheet.)

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Provide a sketch showing the area to be used during the special event, together with proposed structure, tents, fences, barricades, signs, banners, and restroom facilities.

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Location and Route of Event: clearly state what part(s) of event will be conducted on sidewalks or in traffic lanes. (Please attach drawings.)

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Provide details on how the applicant will clean up the area of the special event after it has ended.

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The time and location of street closings, if any, are requested.

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Details of the sale of merchandise or the sale of serving of food and/or alcoholic beverages at the special event, designating any street vendors or peddlers involved.

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A description of animals to be used in the special event, if any.

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If the special event is to occur on private property, the applicant shall include in the application a letter of permission signed by the owner of the property on which the special event is to be held.

Proof that the application possesses or is about to obtain all licenses and permits required by local, state, or federal law for the conduct of the special event.

- I agree to follow all the Village of Put-in-Bay Codified Ordinances. (Copy can be found at [www.villageofpib.com](http://www.villageofpib.com).)
- I have provided proof of general liability insurance with not less than one million (\$1,000,000.00) establishing the Village of Put-in-Bay as an additional insured.
- The applicant has signed a hold harmless liability waiver.

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