

Event: _____
Date of event: _____
Meeting date: _____

Village of Shawnee Hills Event Permit Application

Complete and return to:
Shawnee Hills Police Department
40 W. Reindeer Drive
Shawnee Hills, OH 43065
614-4889-8258

Police@Shawneehillsoh.org



This completed application must be received by the Village of Shawnee Hills 90 days prior to the proposed event. The applicable permit application fee is due upon return of the application. If the permit packet is not received by that time, Village staff has the right to refuse to review the event permit.

Name of Event _____

Day & Date of Event: _____

Location of Event: _____

Village property I own the property The owner of the property is: _____

Responsible Organization: _____

Event Organizer *(if different)* _____

Event Web site: _____

Contact's Name: _____

Please note whether the following mailing address is for the organization or the contact's residence.

Address: _____

City/State: _____ Zip: _____

Telephone: (b) _____ (h) _____

Cell Phone: _____ Fax: _____

Email: _____

Type of Event: Run/Walk Festival Parade Street Fair Other

Brief Event Description – including purpose, target audience and description.

Day/Dates/Times of Event: _____

Day/Dates/Time of Set Up: _____

Day/Dates/Times of Tear Down: _____

Day/Dates/Times of Rain Event: _____

Will you charge admission or participation fees? If so, what? _____

If parade, race, run or walk, please indicate route and attach a proposed route map:

Attendance: _____ Anticipated Spectators: _____ Anticipated Participants: _____

Will the normal operations of residents or businesses be affected by your event? Yes No

If yes, please attach a copy of the notification letter to be approved by village before being sent to the affected residents/businesses.

Any items left blank will be determined at the event meeting.

Security and First Aid:

Describe your internal security procedures (e.g. are you hiring a private security firm?):

Will you request Shawnee Hills Police for event security? Yes No

Will there be a command post at your event? Yes No

Will you have an on-site provider of primary first aid? Yes No

If yes, will you request on-site Concord Township Emergency Medical Service or other provider?

CTFD Other

Please list the provider of first aid if other than Concord Township:

Contact: _____ Phone: _____

Traffic Control & Parking Resources & Equipment:

Please describe your traffic, parking and overflow plan: _____

Will you request the services of Shawnee Hills Police for traffic control? Yes No

List specific lot locations and number of parking spaces available:

Will you charge a fee for parking? If so, what? _____

Will you request on-street parking removal? Yes No

Will you request that any street(s) be closed? Yes No

If yes, please list street(s), date(s) & time(s): _____

Will you require barricades? Yes No Quantity: _____

Traffic cones? Yes No Quantity: _____

Will this event require temporary No Parking signs? Yes No Quantity: _____

Handicapped Parking signs? Yes No Quantity: _____

Directional signage? Yes No Quantity: _____

Sandwich boards? Yes No Quantity: _____

Sanitation for Events Held on Village Property:

Will streets need to be cleaned before/after event? Yes No

Describe your clean-up plans both during and after the event: _____

Company delivering trash and/or recycling dumpster: _____

Contact: _____ Phone: _____ After hours phone _____

Dumpsters and trash cleanup are the responsibility of the event organizer. Charges will be incurred for any cleanup done by Village staff.

Portable toilets rental company: _____

Contact: _____ Phone: _____ After hours phone _____

Proposed locations: _____

Drop off date/time: Pick up date/time: _____

Electric

Will you use electricity? Yes No Generators? Yes No

Outdoor extension cords must be 3-prong UL listed extension cords. Proper grounding required.

This requires a separate permit and inspection from Delaware County.

Describe electrical usage:

Equipment

Will you use tents or inflatables? Yes No

Rental company: _____ Phone: _____

List tent or inflatable size(s) & location(s) or attach map: _____

Will other temporary structures be used (e.g., bleachers, stages, etc.)? Yes No

If so, please list specifics and locations:

Items in this section may require a separate permit and inspection from Delaware County.

Entertainment Activities

Will you have music? Yes No Time(s) of music: _____
If yes, what type of music/amplification? (e.g., DJ, live band, portable system)

Food & Beverage

Will food be sold at your event? Yes No If yes, describe: _____

If yes, each vendor must obtain a food vendor license. If they do not have a license, please contact the Shawnee Hills Administrative Office for permit information.

Will food be served at your event? Yes No If yes, what type? _____

Will alcohol be sold or served at your event? Yes No

This will require a separate liquor permit. The liquor permit should be attached to the application. Applicant shall identify what types of alcohol will be served so that the Village can make certain the liquor permit matches the beer, wine, or spirits that will be served.

If yes, please attach a complete list of who will be serving alcohol.

What is your training for alcohol servers? _____

Will you request alcohol training from the Shawnee Hills Police? Yes No

**VILLAGE OF SHAWNEE HILLS
HOLD HARMLESS/INDEMNITY AGREEMENT**

The Event Organizer shall indemnify, hold harmless, and defend the Village of Shawnee Hills, its officials (elected and appointed), employees, agents, representatives, attorneys, insurers, successors and assigns (hereinafter collectively referred to as the “Indemnified Party”) harmless from and against, any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, allegations and expenses (including, without limitation, reasonable attorney’s fees) related to, or arising from:

- (A) the Event Organizer’s use of the property or by any person or entity acting on behalf or, together with, or at the direction of the Event Organizer;
- (B) the use of the property by any participant, spectator, invitee, or any other individual or entity on the property because of, or related to, the use of the property under this application.

If any action or proceeding is brought against an Indemnified Party, the Event Organizer upon written notice from such Indemnified Party, shall defend the same at the Event Organizer’s sole expense, with counsel selected by the Village of Shawnee Hills

Signatures

Event Organizer:

By signing below, I certify that I have read, understand, and agree to abide by the terms and conditions contained herein as well as all policies and procedures of the Village of Shawnee Hills as they pertain to the event I am organizing.

Event Organizer: _____ Date: _____

Event Meeting Notes

Event Name: _____

Event Date: _____