

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

2010 City of Dublin Community Event Permit Application

Complete and return to:
City of Dublin
Events Administration
5620 Post Road
Dublin, OH 43017
614-410-4545
614-410-4535 fax
TSchimmoller@dublin.oh.us

*Available online at <http://www.dublin.oh.us/cr/guidebook>
Updated December 2009*

This completed application must be received by the City of Dublin 90 days prior to the proposed event. If permit packet is not received by that time, City staff has the right to refuse to review the event permit.

Name of Event _____
Day & Date of Event: _____
Location of Event: _____
Responsible Organization: _____
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: _____

Have you applied for a Hotel/Motel Tax Grant? Yes No

Type of Event: Run/Walk Bike Race Parade Street Fair Other

If other, please describe: _____

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 the Director of Events Administration 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 Dublin 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 Washington Township Emergency Medical Service or other provider?
 WTFD Other

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

Contact: _____ Phone: _____

Traffic Control & Parking Resources:

Please describe your traffic, parking and overflow plan: _____

Will you request the services of Dublin 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: _____

Signage

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

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 may be incurred for any cleanup done by City 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.

Describe electrical usage:

All electrical and temporary structure permits must be obtained from the City of Dublin Building Standards, 614-410-4600.

Equipment

Will you use tents or inflatables? Yes No

Rental company: _____ Phone: _____

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

A permit from Washington Township Fire Department (614-652-3920) is required for any inflatable or any tent 200 square feet or larger.

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

If so, please list specifics and locations:

All electrical and temporary structure permits must be obtained from the City of Dublin Building Standards, 614-410-4670.

Will you rent the mobile stage from the City of Dublin? Yes No

If yes, please complete the Mobile Stage Rental Form

Entertainment Activities

Will you have music? Yes No

If yes, what type of music/amplification? (e.g., DJ, live band, portable system)

Time(s) of music: _____ Other: _____

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 appropriate County Board of Health office to secure one.

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

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

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 Dublin Police? Yes No

Facility/Park Rental and Reservation:

Will you rent a City facility/park for your event? Yes No

If yes, please list which one: _____

Have you reserved the facility/park through the Dublin Community Recreation Center?

Yes No

Please list date/time of facility/park reservation: _____

Signatures

Event Organizer:

By signing below, I certify that I have read, understand and agree to abide by the policies and procedures of the City of Dublin as they pertain to the event I am organizing.

Event Organizer: _____ Date: _____

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Attachments Check List

Refer to Community Event Guidebook as to whether or not you must submit the following. When applicable, attach copies of:

- Tent permit
- Electrical permit
- Temporary structure permit
- Sign permit
- Insurance Requirement
- Alcohol Permit and letter to City Council requesting permission to serve/sell alcohol on City property
- Detailed layout map, including tent locations, vendor sites and logistical needs
- Fireworks permit
- Route map
- Neighborhood/business notification letter

