

SPECIAL EVENT PERMIT – APPLICATION

By submission of this Application, the Applicant agrees to follow the guidelines within the Special Event Permit Application Policy. **This completed packet must be received by the City of Sunbury at least 60 days prior to the first day of the proposed event to allow adequate time for vetting events and briefing stakeholders. City Staff, in consultation with the Chair of the Sunbury Events and Commemorations Committee, may waive the application review period and seek immediate approval of a permit by majority vote of Sunbury City Council at a regular or special meeting. This deadline is strictly enforced by City Staff to ensure thorough review and coordination. The application will follow the approval matrix developed by Sunbury’s Events Committee. If this permit application is not fully completed and received by that time, the City Administrator or designee may deny the permit application.**

Please direct questions about the application and approval process to the City’s Community Engagement Specialist at (740) 965-2684. RETURN TO: CITY OF SUNBURY, ATTN: COMMUNITY ENGAGEMENT SPECIALIST, 9 E. Granville Street, PO Box 508, Sunbury, Ohio 43074.

EVENT INFORMATION

Event Name	
Date(s) of Event	
Setup Time	
Time of Event	
Tear Down	
Event Proceeds Benefit	
Expected Attendance	
Rain Date	

CONTACT INFORMATION

Name		
Sponsor Organization*		
Address		
City, State, Zip		
Organizer Phone	Mobile:	Other:
Day of Event Phone		
Email		

* If sponsor is a non-profit organization, check the box and provide documentation.

TYPE OF EVENT

Festival ____ Run ____ Parade ____ Rally ____ Other ____

If Other, please describe the nature of the event and provide additional relevant details.

EVENT FEES

Will you charge admission, parking, or other fees for attendees? Yes ____ No ____

What is the admission charge?	
What is the parking charge?	
What other fees are being charged to attendees?	
Percentage of proceeds donated to charity?	

COMMUNITY IMPACT

Will normal operations of neighborhood residents or businesses be affected by this event? Yes ____ No ____

If Yes, please describe.

NOTE: If the event will impact the normal operations of businesses, the Applicant must include a copy of the proposed, pre-event information to be mailed to businesses. This information is to be distributed (via first class mail or hand delivery) at least 7 days prior to the proposed event.

EVENT LOCATION/ROUTE

It is the City’s plan to identify pre-approved routes for parades and race courses. Until such time, the Applicant will propose a route that limits the number of road crossings and/or closures. The Applicant must provide a map and/or illustration of the proposed route, along with a map of all road closures at the time this application is due. The City reserves the right to deny or modify any route for safety and resource reasons.

Moreover, by completing this application, the Applicant understands that the proposed event CANNOT be the cause of any City park closing. Additionally, access to Sunbury multi-use trails must be maintained at all times if the event application is approved. Applicants will not have vehicular access to multi-use trails for any portion of the event.

Any event proposing the use of the Ohio-Erie Canal Trail will require the explicit approval of Delaware County Preservation Parks. A letter from Preservation Parks authorizing the use of the trail must be included with the application to be considered complete.

Is a pavilion rental required for this event? Yes ___ No ___

If the event is proposed for a City park with a pavilion and the pavilion is needed for the event, the Applicant must ALSO reserve the pavilion by contacting the City's Community Engagement Specialist by calling 740-965-2684.

SECURITY AND FIRST AID

Will you request special duty security services for this event? Yes _____ No _____

Please describe proposed security and safety plan, including number of personnel and proposed source of personnel.

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TRAFFIC CONTROL AND PARKING RESOURCES

Will you request the closure of any public streets for this event? Yes _____ No _____

List of Street Names	
Dates and Times	

Will you require barricades and/or cones for traffic control? Yes _____ No _____

Number of barricades	
Number of cones	

I understand it is the responsibility of the Applicant and/or event organizer to set up cones and barricades at the event and that failure to set up cones and barricades will result in the loss of the refundable Cleaning, Repair, and Compliance Deposit.

PERMIT APPLICANT: _____
APPLICANT SIGNATURE PRINTED NAME

The Applicant must include an illustration/map with their application that identifies designated parking areas for the event. In addition to the illustration/map, please provide additional detail about the plan for parking and overflow parking (if necessary).

Will you request traffic control services from the Sunbury police department? Yes ___ No ___

Will your event require parking restrictions? Yes ___ No ___

If Yes, when, and where?

Will your event require on-street parking removal? Yes ___ No ___

If Yes, when, and where?

ELECTRICITY

The use of City electricity for special events is very limited and may be a reason for the denial of a request.

Any event requiring a temporary service meter must secure a permit and inspection from the Delaware County Building Safety Department prior to the event.

Sunbury provides standard home style outlets for 110V devices. For 220V hookups, your trailer AC power cord must be equipped with a standard 50-amp 4 wire range or dryer plug.

Will this event require the use of City electricity? Yes ___ No ___

Will the event include the use of generators? Yes ___ No ___

- How many generators? _____

If you answered yes to the use of electricity and/or the inclusion of generators, the event organizer must collect the completed Supplemental AC Power Request Form from all vendors and submit them to City Staff no later than four weeks prior to the event.

TENTS AND OTHER STRUCTURES*

Will tents or other temporary structures be used for this event: Yes ___ No ___

If Yes, proposed size and location of tents/structures.

Any tent over 400 square feet in size must receive a temporary building permit from the Delaware County Building Safety Department. Electric heaters and propane tanks are not permitted inside a tent and located no closer than 25' of any tent.

PORTABLE TOILETS

Will portable toilets be used for this event? Yes ___ No ___

If Yes, provide the number and an illustration/map of the general location.

FOOD AND BEVERAGE

Alcohol beverages are not permitted on City property. By submission of this application, the Applicant agrees to be solely responsible for assuring that each food vendor and every food handler has the appropriate permits and licenses. Any food truck that will be present and operating during the event must have completed all inspections prior to the event. For further information regarding permits and licensing, contact the Delaware Public Health District office at (740) 368-1700 and the BST&G Fire District at (740) 965-3841.

Will food be SERVED at your event? Yes ___ No ___

Will food be SOLD at your event? Yes ___ No ___

Describe the type of food and beverages to be served.

Describe your food and beverage clean-up plan before and after the event.

GENERAL EVENT CLEAN-UP

If this proposed special event is approved by the City of Sunbury, the Applicant will be responsible for all necessary additional trash receptacles for this proposed event. The Applicant will also be responsible for clean-up and disposal of these trash receptacles, their contents and any overflow discarded items in the vicinity of these trash receptacles. Failure to properly dispose of trash will result in the forfeiture of the Applicant’s refundable Cleaning, Repair and Compliance Deposit (or charge to the credit card if applicable).

Describe your clean-up plan (during and after the event).

CERTIFICATE OF INSURANCE/INDEMNIFICATION/RISK INFORMATION

Once an Applicant receives approval for their Special Event Permit, the Permit holder must furnish to the City its proof of insurance in the form of a Certificate of Insurance (COI) at least twenty (20) calendar days prior to the Special Event. This insurance shall be written with limits of liability of not less than \$1,000,000 per occurrence for all damages arising out of bodily injury or property damage, including death at any time resulting there from. This COI shall name the City of Sunbury as an ‘Additional Insured’ party for the Special Event and include the following language in the ‘Description of Operations’ box: *The Permit Holder will fully indemnify and hold harmless the City of Sunbury and their agents and employees from and against all claims, damages, losses, and expenses, including attorney’s fees arising out of or resulting from the Special Event.*

By its signature on this Application, the Permit applicant agrees to indemnify and hold harmless the City of Sunbury and their agents and employees from and against all claims, damages, losses, and expenses including attorney’s fees arising out of or resulting from the Special Event.

COSTS

I understand that I am responsible for contacting the Sunbury Division of Police to secure special duty police services as required for event safety and security. I understand that the application fee of \$100 (or \$50 for not-for-profit organizations) is due upon submission of the application to the City of Sunbury. I understand that all fees associated with this event are due upon approval of my event.

INITIALS: _____

START TIME AGREEMENT

I understand that failure to start the event by the time listed above on this application will result in the cancellation of the event or the loss of the \$50 Cleaning, Repair, and Compliance Deposit.

INITIALS: _____

SIGNATURES

I certify that I have read, understand, and agree to abide by the policies and procedures of the City of Sunbury as they pertain to the Special Event that I am proposing and the Special Event Permit I am hereby requesting.

DATE OF APPLICATION: _____

PERMIT APPLICANT: _____
Printed Name of Applicant Signature of Applicant

POSITION/TITLE: _____

For Internal Use Only: \$100 (\$50 non-profit) Processing Fee Received: _____ Refundable (card on file or \$50 fee) Deposit Received: _____ Other Fees Received: _____	
Police Department _____ Signature	Comments: _____ _____
Service Department _____ Signature	Comments: _____ _____
City Administrator _____ Signature	Comments: _____ _____

Event Approvals		
Council Events Committee _____ Date _____ Initials _____	Parks Committee _____ Date _____ Initials _____	City Council _____ Date _____ Initials _____
Comments _____ _____ _____		

Notices		
BST&G Fire Department _____ Date _____ Initials _____	Emergency Management Services _____ Date _____ Initials _____	
Comments _____ _____ _____		

POLICE DEPARTMENT SPECIAL DUTY SERVICES

Please see the City's special event permit policy for additional information about the current rates for special duty police officers. Rates for special duty are for a minimum of three (3) hours. All requests must be made, at least, four weeks in advance. After the completion of your event, an invoice will be mailed to the sponsor organization for required payment. Payment is due upon request. **Please keep in mind, if proper request time is not observed your event could be potentially delayed until special duty officers can be arranged**

ASSIGNMENT OF SUPERVISOR

The Police Chief, or designee, shall determine if an event will require the addition of a supervisor.

NOTICE OF CANCELLATION

Cancellation of special duty officers by the Applicant, must be given at least eight (8) hours prior to the start of the event shift. Notice must be given to the Sunbury Division of Police by calling the non-emergency number at 740-965-3946, during the business hours of 7 a.m. to 3 p.m., Mon-Fri. For cancellation of special duty after business hours, please call dispatch at 740-965-1411 and ask to speak with a Sunbury police officer. If the notice requirements are not met, the sponsor organization is responsible for the three (3) hours minimum call-out pay, to the assigned officer(s).

SPAN OF CONTROL

The Chief of Police or designee will determine the minimum number of officers and/or police cruisers necessary for any special duty event, on a case-by-case basis.

CRUISER RENTAL

Assignments requiring the use of a police cruiser are also subject to a per vehicle minimum of three (3) hours. This is billed separately and payable to the City of Sunbury. The above is independent from the rate paid to the special duty officer operating the vehicle, who is paid the current effective rate.

For further information or to schedule special duty, please call 740-965-3946.

HOLIDAY SPECIAL DUTY

Any event requested on a holiday is subject to higher officer, supervision, and cruiser rates.

The following listed days are the recognized holidays subject to the higher rate (the Chief of Police or his designee may also authorize higher rates for any assignment proving difficult to fill):

*New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day*

All other special duty rules remain in effect.