
SPECIAL EVENT PERMIT – POLICY

Thank you for applying to coordinate a Special Event in the City of Sunbury. The permit application process is designed to promote the health, safety and welfare of all persons through the reasonable regulation of a proposed local event and is not intended or expected to interfere with any person's Constitutional rights to free speech and assembly. Sunbury will not discriminate based on race, color, religion, sex, national origin, ancestry, age or disability against any person seeking a Special Event Permit.

SPECIAL EVENT DEFINED

Special Events are festivals, performances, competitions, or other organized public events in which public rights of way or public property will be used or significantly impacted because of the event and which, due to reasonable public safety concerns, foreseeably require the involvement of public personnel and equipment dedicated to assisting in the event.

Common events not considered Special Events include but are not limited to:

- **Block Parties** – a Special Event Permit is not required to conduct a block party. Block party permits are necessary, and these permits may be obtained from the Sunbury Community Engagement Specialist by visiting 9 E. Granville Street, Sunbury or calling 740-965-2684.
- **Events on Private Property** – a Special Event Permit is not required to conduct events that take place entirely on private property and for which there is no reasonably foreseeable impact on nearby public rights of way or public property.
- **Rentals** of the shelter houses at GRE, Freedom Park, JR Smith Park or the community room at Town Hall. Shelter house rentals have a separate policy and application that must be completed. For further information, please contact the Sunbury Community Engagement Specialist.

The City of Sunbury is committed to working carefully with you to make your event a success. In doing so, the City considers several factors and policy issues when determining whether to approve an application. These factors include, but are not limited to:

1. the health, welfare, and safety of the Sunbury community; and
2. the potential impact the event may have on staffing and the ability to provide the necessary City services, while at the same time conducting the daily responsibilities of the respective City department. The City Administrator has the right to decline a Special Event Permit application based upon limited City staffing and the number of other events planned for

- the same calendar month (an applicant can appeal the Administrator’s decision to the City’s Events and Commemorations Committee); and
3. the impacts of known construction projects contiguous to the event at the time of application.

Events sponsored by and exclusively coordinated by the City of Sunbury are exempt from the requirement to apply for a Special Event Permit.

The provision of City resources, including but not limited to support from various City departments or personnel, does not constitute event sponsorship or co-sponsorship by the City of Sunbury. The City of Sunbury should not be characterized as an event sponsor or co-sponsor without the express written permission or endorsement.

Approved Road Closures. Requests to close public streets around the City Square will not be considered unless a compelling reason to do so is provided with the application and it is recommended by Sunbury’s Events and Commemorations Committee and approved by City Council. All applications must clearly identify the specific road(s) requested for closure and the exact dates and times the applicant is seeking to close them. While the streets listed below are pre-approved for closure with the identified events, the dates and times of those closures must still be approved by the Sunbury Events and Commemorations Committee with recommendation from City staff and emergency services.

Pre-approved street closures for Special Events include:

- **E. Granville Street from S. Columbus Street to S. Vernon Street** for the following events:
 - Memorial Day Flea Market
 - 4th of July festivities
 - Labor Day Flea Market
 - Christmas on the Square
- **E. Cherry Street from J.R. Smith Park to the Ohio Fallen Heroes Memorial** for the following events:
 - Memorial Day March
- **S. Columbus Street and S. Vernon Street from E. Cherry Street to E. Granville Street, along with the previously mentioned segment of E. Granville Street** for the following event:
 - Sunbury Sizzle and Sounds.
- **Segment of N. Miller Drive from the Big Walnut High School access drive to Myers Drive**

Additional streets may also be closed to accommodate existing parade routes associated with any of the listed events. The City may consult with other organizations and/or associations, including the Ohio Department of Transportation, regarding new requests for road closures. If a proposed road closure impacts a state route, a permit from the Ohio Department of Transportation may also be required. Feedback from these organizations/associations will help to inform the City’s decision.

As previously noted, neighborhood block parties are not considered Special Events but still require a Block Party Permit to allow for the partial closure of a public street. City staff will review all requests and may consult with other organizations and/or associations before determining if a

street can be closed for such purpose. A request to close a residential street and host a neighborhood block party that is denied by City staff may be appealed to the City’s Events and Commemorations Committee.

CITY OF SUNBURY SPECIAL EVENT FEE SCHEDULE

The City charges an application fee of \$100 (\$50 for non-profits) to process requests for a Special Event Permit. The fee is due upon receipt of an application and is non-refundable. Applications will not be processed until the fee is received. To receive the non-profit rate, the requesting organization must present documentation of its non-profit status. The application fee for non-profit organizations may be waived due to financial hardship by the City Administrator in consultation with the Chair of the Sunbury Events and Commemorations Committee. Checks will be made payable to the City of Sunbury.

In addition to the application fee, other fees may apply including the cost of special duty officers if requested by the organizer or if required by the City.

General Fee Schedule – Effective December 17, 2025

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| Application Fee | \$100 (\$50 for non-profit) |
| Service Department Support (i.e. clear paths, open restrooms, remove trash, for events without a City-sponsored dumpster, etc.) | \$50 per hour, minimum of three hours |
| Cleaning, Repair, and Compliance Deposit (refundable) | Credit card number on file or \$50 check |
| Delivery and Pick Up of Materials | \$50 |
| Barricades/Traffic Cones (if more than 20 requested) | \$50 |

Special Duty Police Officer Rates – Effective December 17, 2025

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| Officer for Security/Traffic Direction | \$55 per hour, minimum of three hours, for non-profit organizations (registered 501C3 organizations) \$65 per hour, minimum of three hours, for a for-profit organization \$10 per hour for the marked cruiser if requested |
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The Sunbury Police Department may also require additional charges for supervision and use of its vehicles. Higher officer rates may apply if the event is held on a holiday. All special duty assignments require a minimum three-hour request. If a job is not cancelled at least one hour prior to the scheduled start time, a three-hour show-up fee will be charged. Cancellations must be submitted via email to cxlspecialduty@sunburyohio.org. This accounts for the officer’s travel time as well as time spent preparing for and concluding the assignment.

APPLICATION PROCEDURES

Applications for Special Event Permits may be submitted in person or by mail to the Sunbury Community Engagement Specialist at 9 E. Granville Street, P.O. Box 508, Sunbury Ohio 43074. The person who signs the permit request is the Applicant and agrees to the following:

1. The Applicant is a resident of Sunbury or must provide a compelling reason why this event should be hosted in the City;
2. The Applicant will be the central point of contact for all event-related inquiries, issues, and questions;
3. The Applicant will be on-site the day(s) of the event.
4. Applicants who represent third-party sponsors or organizations specific to the event must disclose that information at the time of application.
5. Any event-related property damage beyond normal usage will be assessed by the City and billed to the Applicant.

Applications Due. Special Event Permit applications are due at least 60-calendar days prior to the proposed event. If special circumstances warrant, 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.

Special events within the municipal boundaries that are not exclusively coordinated by the City require a Special Event Permit. Organizers of recurring special events must reapply each year for a Special Event Permit.

The City will review a Special Event Permit application only if all forms are completed and all necessary information and supporting documents are included.

The review of Special Event Permit applications will follow an approval matrix developed by Council's Events and Commemorations Committee ("Committee"). **Any application that requires the review of this Committee will be scheduled for consideration at the next available meeting and the Applicant will be invited to attend to answer questions and/or discuss their event. Attendance at the Committee meeting is required for all applicants. Failure to attend the meeting may result in the Special Event Permit Application being denied.** Permit applications for events that only require administrative review will be considered as received and may or may not require the participation of the Applicant in the review process.

Only after all issues arising from the review of an application have been fully addressed and all paperwork associated with the event has been submitted (excepting the proof of insurance), the City Administrator or designee will respond to the applicant within one calendar month (30 days). If the application is denied, the reasons will be set forth to the applicant. If the permit application is tentatively approved, the applicant must still meet the requirements set forth in this policy and

satisfactorily address all other issues as communicated by the City Administrator or designee preceding the proposed event, in order to move forward with the proposed event.

The Applicant must provide proof of compliance with all City requirements for risk and liability insurance. The City must receive this information at least twenty (20) calendar days prior to the event subject to automatic and immediate revocation of the Permit for failure to comply.

Pre-Event Notification. The Applicant must comply with any City requirements for a pre-event notification to businesses that may be adversely affected by multiple street closures, which may include the posting of temporary signs (approved by the City) noting the date and time of the closure.

The Permit holder, at its expense, shall notify all affected businesses (as determined by City staff) at least seven (7) days prior to the event. If the event includes the closure of a State Route, the City will require additional notice requirements along the State Route including the potential use of electronic message boards. The City of Sunbury, c/o Clerk of Council (9 E. Granville Street, P.O. Box 508, Sunbury, Ohio 43074) must be notified of the proposed street closure in the same manner and at the same time as all other affected properties.

The required mailing shall include the following information:

1. dates and times of the event;
2. street closures, parking modifications, and traffic detour routes;
3. times when the closed roads/parking areas will be re-opened; and
4. the permit holder's contact information.

If the Special Event requires changes to traffic flow or temporary street closures, the City Administrator or designee, in consultation with the Police Chief or designee, reserves the right to modify the event course based upon known construction in the vicinity of the Special Event. If such a change is required, the City will provide notice to the Permit holder as soon as possible.

Unless specific rental arrangements have been made by the Applicant, City parks, parks facilities and bike/leisure paths may not be closed nor have any access restricted by the proposed event.

The Applicant must provide any applicable promotional and sponsor information regarding the event with their application. Applicants are greatly discouraged from promoting any proposed event to the public until it has been approved. If applicant chooses to promote a proposed event in any way, they must assume all risk that the proposed event may not be approved, or that the event application may be revoked if the applicant does not meet all responsibilities.

Neither the event applicant nor any event sponsors may claim or assert that the City of Sunbury sanctions, endorses, or sponsors the proposed event simply because the event application is approved.

No applicant has the right to exclusivity for any proposed event (this includes race or bike routes) and no applicant has the right to expect that their event will be approved in future years on the basis that an event was previously approved.

Proposed events that require more than three (3) special duty police officers at any given time may necessitate special police consideration and stipulations for approval.

The City has the right to deny future special event applications from an Applicant if the Applicant has failed to meet their obligations, financial or otherwise, for a past Sunbury event.

Responsibilities. A maintenance deposit (provided in the form of a credit card number on file or a \$50 refundable check) is required upon event approval to cover incidental charges. Additionally, this deposit may be retained if applicant and/or event organization is found to be noncompliant with this policy. For example, if City staff must perform repairs, clean-up, set up cones etc. Credit card numbers on file or checks will be shredded within a week of the event if no issues are identified.

The Public Service Department (“Public Service”) will deliver any requested cones or barricades for City street closures. It is the Applicant’s responsibility to set up barricades and/or cones and to return them in their original condition where they were dropped off.

Event organizers are responsible for removing any trash from the event location.

The Applicant must work with City staff to obtain any other permits that may be necessary for the Special Event, including Right-of-Way and/or Ohio Department of Transportation permits, where applicable.

The number and type of Sunbury personnel necessary for the Special Event will be determined by the City and charged to the Applicant.

A permit may be revoked at any time at the sole discretion of the City Administrator or designee when the health or safety of the public is threatened by any type of emergency, disorder or other unforeseen condition which arises; or the Applicant has not successfully completed all responsibilities as prescribed by City staff as part of the special event application process.

If a permit is revoked during an event, the event must be cancelled, and activities must be terminated immediately. The City will not assume any financial liability because of the City Administrator or designee canceling or terminating the event.

Nothing contained in this application shall prohibit the authority of any officer to arrest a person engaged in any act or activity granted under a Permit, if the person’s conduct violates the laws of the State or ordinances of the City, including, but not limited to, unreasonably obstructing the public streets and sidewalks of the City or causing or threatening to cause a breach of the peace.

Applicants and their attendees must follow all City ordinances and, where the event occurs in a City park or recreation facility, all Parks and Recreation policies and rules. Additionally, alcoholic beverages are not permitted at any City of Sunbury park or recreation facility.

If additional parking is required that utilizes other private parking locations, the applicant must obtain written permission for the use of the additional parking needs from the property owner. A copy of this written permission must be provided to City of Sunbury staff at least twenty (20) calendar days prior to the event. These parking locations must also be explicitly illustrated with all other applicable materials as part of the application process.

Approval of this permit in no way entitles the applicant to sole use of City property. Applicant/event staff or volunteers may not deny site access to members of the public or City staff for purposes other than the approved event.

Vehicles are only permitted on paved surfaces as part of the approved event unless prior authorization has been requested and granted.

Insurance, Indemnification, and Risk Information. 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.*

Event Safety and Security. Additional costs for Special Duty Police coverage and/or a Sunbury Division of Police cruiser may be required for your event. Special duty requests must be placed at least four weeks prior to the event. These costs are based on an hourly rate and must be arranged directly with the Sunbury Police Department. The applicant will be advised if Special Duty services are required for event safety and security. It is the responsibility of the Applicant to contact the Sunbury Division of Police to secure event coverage (if required) for an event to be approved. If Sunbury Police Department officers are not available for an event, a referral will be made to another agency. It is the responsibility of the Applicant, not the Sunbury Police Department, to secure event coverage from that agency. Special duty rates are determined by the providing agency. If Special Duty is not available through Sunbury or another agency, event details may need to be adjusted to ensure Special Duty requirements are met, which may include route adjustments.

Applicants needing assistance from the Sunbury Police Department to arrange Special Duty Officers should contact the police using the non-emergency number of 740-965-3946.

It is the responsibility of the Applicant and/or event organizer to set up cones and barricades at the event, not the special duty officers. Failure to set up cones and barricades will result in the loss of the Cleaning, Repair and Compliance Deposit.

Power on the Square. Events held on the Square that require electrical power must complete the Supplemental AC Power Request Form and submit it to City Staff four weeks prior to the event for approval before any vendor is allowed to connect to an electrical box. If power is not approved or available for an event, and generators are needed, the event organizers will coordinate with City staff on the use of temporary power, which may require the use of silent generators. The City may impose additional requirements regarding the use of power on the Square.