



# EVENT PERMIT APPLICATION

MAYOR JODIE A. PERRY

30 N. Diamond Street - Mansfield, OH 44902 - Office 419-755-9736 - [EventApplication@ci.mansfield.oh.us](mailto:EventApplication@ci.mansfield.oh.us)

This application and resulting permit reflect the agreed upon and intended use of City and/or public right of way property. The completed application must be submitted at least **45 days prior** to the event to receive approval. Certificate of insurance, when required, should be submitted ten (10) days after approval of event. Application fee must be submitted with the application. Additional permits may be required for specific features of an event, such as fireworks, structures, liquor, etc. A comprehensive site plan must accompany this application. No application shall be accepted more than twelve months in advance of event date. **The need for supplemental permits and fees is noted throughout the application.**

## SECTION 1: APPLICANT INFORMATION

Name of Applicant (must be on site during the event, must be 21 years of age or older):	Date of Application:
Phone Number:	Cell:
Address:	City:
State:	Zip:
Email:	Driver's License #:

## SECTION 2: EVENT INFORMATION

Sponsoring Organization:	Name of Event:
Address:	City:
State:	Zip:
Email:	Phone:
Non-Profit Fundraiser: <input type="checkbox"/> Yes <input type="checkbox"/> No	Tax Exempt ID #:
Event Date(s):	Hours:
Set-up Date(s):	Hours:
Tear Down Date(s):	Hours:
Location of Event/Address:	Anticipated Attendance:
Has this event been held in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	Private: <input type="checkbox"/> Yes <input type="checkbox"/> No

Brief description of event (include event layout, street map with accessible parking (see attached), vendors, amusements, attractions, etc.):

## SECTION 3: PARKS / PAVILIONS

**Rental:**  \$80/Per Day Mon-Thurs  \$100/Per Day Fri, Sat, Sun or Holiday

Burton  Central Park/Gazebo  Johns  Liberty  North Lake  Prospect  South Park  Kitchen

## SECTION 4: TRAFFIC / TRANSPORTATION

Does the event propose using, closing or blocking any of the following:

**NOTE: Permits will not be granted to close local, collector, or arterial streets. Exceptions may be made on cul-de-sacs or dead-end streets where traffic is minimally impacted, and for large-scale City Events.**

City Streets: <input type="checkbox"/> Yes <input type="checkbox"/> No	City Sidewalks: <input type="checkbox"/> Yes <input type="checkbox"/> No
Multi-use Paths: <input type="checkbox"/> Yes <input type="checkbox"/> No	Public Parking Lots/Spaces: <input type="checkbox"/> Yes <input type="checkbox"/> No

**FOR LARGE SCALE EVENTS: Please list the proposed street closures, include street map with accessible parking (see attached):**

Location:	Time: from	to
Location:	Time: from	to
Location:	Time: from	to
Location:	Time: from	to



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<b>SECTION 5: FEES – POLICE / FIRE and other AMENITIES – PURSUANT TO CO 311</b>			
Are you hiring off-duty police officers for security or parade escort? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, number of personnel requested:	
Will private security be hired for the event? <input type="checkbox"/> No <input type="checkbox"/> Yes		Company:	
Contact Name:		Phone #:	
<b>Additional Security:</b> Contact Traffic Section 419-755-9738		<b>Medical Plan Required</b> for 5,000 or more attendees (see attachment A) <b>AND APPROVAL FROM FIRE CHIEF</b>	
<b>Alcohol:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (Codified Ordinance 529.05 Ohio Revised Code 4303) <b>PERMIT REQUIRED AND APPROVAL FROM POLICE CHIEF</b>		<b>Fireworks:</b> Contact Fire Prevention Bureau 419-755-9816 (Codified Ordinance 1519.02) <b>PERMIT REQUIRED</b>	
Will there be a fee charged for this event? <input type="checkbox"/> No <input type="checkbox"/> Yes		Food Trucks: <input type="checkbox"/> No <input type="checkbox"/> Yes (must be self-contained)	
Signs/Banners: <input type="checkbox"/> No <input type="checkbox"/> Yes (no stakes of any kind placed in the ground of any park)		Amplification: <input type="checkbox"/> No <input type="checkbox"/> Yes (speakers, sound systems, etc.) must comply with Codified Ordinance 509.09	
<b>Trash Removal/Damaged Trash Can Charge: \$100</b> charge per missing and/or damaged trash can; Applicant will be responsible for any excessive ground trash left after the event. Clean-up cost will be Hourly Rate x Hours.		<b>Barricades:</b> How many will be needed for your event? _____ <input type="checkbox"/> No <input type="checkbox"/> Yes - \$25.00 PICKED UP by applicant 10 or less <input type="checkbox"/> No <input type="checkbox"/> Yes - \$100.00 delivered by the City any amount	
<b>Electrical Connection (220v): \$50.00</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Fencing: \$100.00 delivered by the City</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Water Connection: \$50.00</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>APPLICATION FEE (non-refundable) MUST BE SUBMITTED WITH APPLICATION</b>		<input type="checkbox"/> \$20.00 – 45 DAYS BEFORE EVENT	
<b>CASH OR CHECK MADE OUT TO THE CITY OF MANSFIELD</b>		<input type="checkbox"/> \$50.00 – LESS THAN 45 DAYS	
<b>SECTION 6: CERTIFICATION</b>			
I certify the facts set forth in this Event Permit Application are true and complete to the best of my knowledge. I authorize the City of Mansfield to investigate my background, or the background of any person or entity named in the application. The City of Mansfield is hereby authorized to make any investigation of information provided in this application. The undersigned represents, stipulates, contracts and agrees, for themselves and the organization stated above, that they and said organization, jointly and severally will indemnify and hold the City of Mansfield harmless against liability for any and all claims for damages to property or injury to, or death of person(s) arising out of or resulting from the issuance of the permit or the conduct of the parade or participants.			
_____		_____	
Applicant Signature		Date	
<b>SECTION 7: INSURANCE</b>			
SEE Event Insurance Guidelines to determine need for insurance		<b>INSURANCE REQUIRED FOR EVENT</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>CITY OF MANSFIELD APPROVALS</b>			
Street Department:	Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Traffic Section Supervisor:	Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Parks Supervisor:	Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Public Works Director:	Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Safety Service Director:	Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied



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## EVENT PERMIT

The City of Mansfield recognizes that events are essential for a vibrant community and provide a distinct benefit to the local culture and economy. The permit process allows the City to create a uniform and fair process for the safe and orderly implementation of events which utilize city infrastructure, assets, and personnel. Pursuant to Section 311.02C of the Codified Ordinances of the City of Mansfield, Ohio the undersigned hereby makes application for Event Permit Application as set forth:

The City of Mansfield hereby grants to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hereinafter the "Applicant" permission to use certain City property for the purposes set forth in the Event Permit Application, attached hereto, which is made a part of this permit.

This permit is granted subject to compliance with the terms and conditions and restrictions set forth herein, including those in the Events Permit Application, to the extent not set forth herein.

1. The Applicant agrees that all City property will be used in such a way as to maintain the integrity and character of the property. The property will be restored to its original condition upon the expiration of this permit by the Applicant, including the removal of all structures, vehicles, utilities, appurtenances and debris.
2. At all times during the term of this permit, the City shall have the right of inspection to determine compliance with federal, state and local laws, and the requirements of this permit. Upon notification of a violation, the Applicant shall promptly take corrective action satisfactory to the City. Failure to take corrective action in the time and manner specified by the City may result in revocation of this permit by the City.
3. All uses and activities conducted by the Applicant under the terms of the permit shall comply with all federal, state and local laws.
4. The Applicant shall hold the City harmless and indemnify the City from and against any and all claims, demands and damages for injuries to persons including death or property and all direct costs and expenses associated therewith, including attorney fees, arising out of or resulting from the issuance of this permit, to the extent caused by the act or omission of the Applicant, their agents, employees or contractors.
5. The Applicant hereby releases the City from any and all liability resulting from injuries to person or property of the Applicant not caused by the negligent acts omissions of the City.
6. The term of this permit shall be from \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_.
7. The Applicant agrees, when required (see Event Insurance Guidelines), to provide proof of general liability insurance, covering personal injury, bodily injury, and property damage in the form of a certificate of insurance at least ten (10) days prior to the effective date of the permit. The City of Mansfield shall be listed as an additional insured on the policy.
8. If the Event will include any fireworks, the Applicant must:
  - a. Obtain permit from Fire Prevention Bureau, 419-755-9816;
  - b. Comply with Ohio Revised Code § 3743.54, and all other federal, state and local laws regarding fireworks displays; and
  - c. Comply with all National Fire Protection Association standards regarding fireworks displays.
9. The sale or service of alcoholic beverages is not permitted on City property under this permit, unless the Applicant has obtained:
  - a. An approval from the Chief of Police; and
  - b. The appropriate liquor permit from the State of Ohio under Ohio Revised Code Title 43.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Note: Approved application must be available during Event for inspection.  
Application can be emailed to: [EventApplication@ci.mansfield.oh.us](mailto:EventApplication@ci.mansfield.oh.us)