



EVENT PERMIT APPLICATION

Return to: 107 West Main Street, Williamsburg, Ohio 45176 (513) 724-6107 or Fax (513) 724-6109. This application must be received in this office no later than 45 days prior to the event date.

APPLICANT INFORMATION

Application Date: _____

Event Name: _____

Primary Contact: _____

This Primary Contact is the person who is to be contacted regarding the application or event.

Event Producer: _____

Contact Address: _____
Address City State Zip

Phones: Please list the Primary Contact's phone numbers.

Day: _____ Night: _____ Cell: _____

E-mail Address: _____

DAY(s) and TIME(s) OF EVENT: Includes Site Preparation and Dismantling & Clean-up

Starting Date: _____ Time: _____

Ending Date: _____ Time: _____

Total Attendance Expected: _____ Most People at One Time: _____

Rain/Cancelation Policy: _____

EVENT TYPE

_____ Block Party _____ Festival/Special Event _____ Parade

_____ Walk/Run/Footrace _____ Rally _____ Concert
Other.

Describe your event: _____

Where will the Event be held? **See Map**

STREET CLOSURE

List the Streets to be closed: **See Map**

*Note: Please attach map and site plan

Closure to Begin On: Starting Date: _____ Time: _____

Re-opening On: Ending Date: _____ Time: _____

SPECIAL PARKING RESTRICTIONS

No Parking Signs needed? Yes _____ No _____

If so, where: _____

SPECIAL TRAFFIC CONTROL ASSISTANCE

ADDITIONAL REQUESTS

ADDITIONAL EVENT FEATURES (Check all that apply)

- | | | |
|--|---|------------------------------------|
| <input type="checkbox"/> Alcoholic Beverages | <input type="checkbox"/> Cleaning if Village Assisted | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Rides/Inflatables | <input type="checkbox"/> Electric Service | <input type="checkbox"/> Vendors |
| <input type="checkbox"/> Street Closings | <input type="checkbox"/> Signs/Banners | <input type="checkbox"/> Tents |
| <input type="checkbox"/> Restroom Facilities | <input type="checkbox"/> Public Address (PA) System | |
| | <input type="checkbox"/> Security | |

Insurance requirement: Proof of insurance is required of applicant/event producer, and subcontractors of the applicant/event producer if estimated attendance of event is 500 or more people or if the event will include carnival rides, fireworks, or selling/serving alcoholic beverages, at least 30 days prior to the event. The enclosed list of insurance Requirements and Certificate of Insurance should be reviewed immediately with your insurance agent in order to comply. Please have your insurance agent complete this Insurance Certificate form, (or the Accord form) and return it with your application, and obtain and forward required Certificates of Insurance form all subcontractors referenced above.

EVENT FEATURE INFORMATION FORM

ALCOHOLIC BEVERAGES

If you are selling alcoholic beverages all state of Ohio Liquor Licenses must be obtained and provided prior to the approval of this application.

Alcoholic Beverage Provider: _____

Contact: _____ Phone: _____

CLEAN-UP PLANS AND PROCEDURES

Any event producer holding an event on a Village Street, or any business, or residential right-of-way is responsible for clean up and removal of debris from affected property owners' sidewalks, steps and alcoves.

Clean Up Coordinator: _____ Phone: _____

Who will Clean Up: _____

Number of Dumpsters provided: _____ Pick Up Date: _____

ELECTRICAL SERVICE

How will electrical service be supplied? ___ Generator ___ Private Utilities ___ Both

NOTE: An electrical permit may be required for temporary electrical service. If using a generator, contact the fire district in which your event is being held.

RESTROOM FACILITIES

Number of Portable Facilities being provided: _____

Name of Company Supplying Portable Facilities: _____

Contact: _____

Phone: _____

SECURITY

It is the responsibility of an event producer to provide adequate security for an event, and to ensure that an adequate number of security personnel are present to manage the expected size of the event's crowd. Security must include proper crowd control.

Total number of private security or off-duty law-enforcement officers being provided:

Organization providing security: _____

Briefly describe your security plan: _____

SIGNS/BANNERS

Number of Signs: _____ Number of Banners: _____

Location of Signs/Banners to be Hung: _____

For Office Use Only

Date Received: _____

Village Council Approved ___ Yes ___ No

Date Approved: _____

I have reviewed this Event Permit Application including all the applicable forms.

Date Reviewed: _____

Date Reviewed: _____

Police Chief Michael Gregory

Village Administrator Susan Ellerhorst

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

In consideration of the use of the designated village property, park or facility for the specified date, in the Village of Williamsburg the undersigned hereby releases and forever discharges, acquits, defends, indemnifies, covenants and holds the Village of Williamsburg, employees, agents, officers, volunteers, successors, elected and appointed officials, harmless against any and all claims, cause of action, demands, damages, loss of services and all liability for personal injury or property damage of any kind sustained in any manner arising from the use of the Village property, park or facility, cost and expense, including reasonable attorney fees for the defense thereof, arising from the conduct or management of the undersigned's usage, whether verbal or in writing, or from any act of negligence of the undersigned his/her/its agents, employees, volunteers, invites of licensees in or about the designated property, park or facility, and in the event that event holder should obtain public liability insurance against the foregoing occurrences, the Village of Williamsburg, employees, agents, officers, volunteers, successors, elected and appointed officials shall be entitled to claim protection under said insurance.

The event holder is being held responsible for the cleaning up and properly disposing of any litter or debris that occurs as a result of the scheduled usage.

I have read the above, and verify its accuracy, and agree to all terms stated. Any misrepresentation in this application or deviation from the final approved specifications and activities described herein may result in the immediate revocation of the approved permit.








Name (please print)

X _____
Signature of the agent duly authorized by the event applicant to bind it

Date

Williamsburg, Ohio

Legend

-  Major Streams & Lakes
-  Streams
-  Parks
-  Building Outlines
-  10' Contours
-  2' Contours
-  Parcels

0 430 860 1,720
Feet

1 inch = 1,505 feet



The information contained in this map is a public resource for general information and is provided for use only as a graphical representation. Clermont County makes no warranty as to the content, accuracy, or completeness of the information contained herein and assumes no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused or any decision made or action taken by the user in a reliance upon any information furnished hereunder.

Date: 1/25/2017

