



NEIGHBORHOOD EVENT APPLICATION

FOR COMMUNITY BLOCK PARTIES

Return completed application to:

City of Sandusky, ATTN: Parks & Recreation

1918 Mills Street, Sandusky, OH 44870

recreation@cityofsandusky.com

419.627.5886

INSTRUCTIONS

It is recommended that you ***submit the Neighborhood Events Application at least 21 days prior (3+ days for events with amplified sound)*** to your requested event. ***Submitting an application does not guarantee a permit.***

APPLICANT INFORMATION

Persons(s) Coordinating Event: _____

Applicant Name: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Applicant's Contact Information: Phone: _____ Cell: _____

NEIGHBORHOOD AFFECTED

Name of Event: _____ Anticipated Attendance: _____

Location to be used for event: _____

Event Day: _____ Operation Hours: _____ am pm to _____ am pm

Rain Date(s): _____ (must be approved at time of applying for permit)

Application Submission: 30+ days prior 21 days Less than 14 days

EVENT COMPONENTS

Please check all boxes that apply to your event and provide details when requested:

On-site cooking Food Giveaway Parade Exhibits/Displays/Food Trucks

Other: Explain _____

TEMPORARY STRUCTURES

Specific rules apply to placement and anchoring of tents, stages/platforms and booths within city property. A permit may be required depending on the size of the membrane structure. Contact the Division of Building at 419.627.5940 for more information. Please indicate on your site map the location of each tent, stage/platform and booth.

Tents: Size(s): _____ Total Number: _____

Indicate the intended method of anchoring tents: _____

Name of tent supply company and contact person: _____

Delivery date/time: _____ Removal date/time: _____

FENCING

Do you plan to erect any temporary fence? Yes No

PROPERTY CLEAN UP/LITTER MANAGEMENT

Person signing application is responsible for collection and proper disposal of all litter, grease, ash, and gray water generated by your event.

What trash/recycling receptacles will be utilized for your event? _____

How will the trash/recycling containers be emptied? _____

How will the trash/recycling be disposed? _____

FIRST AID SERVICES

Who will be providing your on-site first aid? _____

POLICE/SECURITY SERVICES

Have you hired Sandusky police for your event? Yes No
Contact 419.627.5798 to arrange for police officers at your event.

STREET CLOSURES

Will you be requesting street closures for your event? Yes No

If yes, please specify the streets that you are requesting to close off and the time frame:

AMPLIFIED SOUND

Do you plan on having amplified sound (DJ, band, speakers, etc.) at your event? Yes No

If yes, please specify: _____

All events with amplified sound must have a Sound Waiver issued by Sandusky Police (must be approved 30 days prior to event). Failure to secure a permit can result in closing of event. Visit www.cityofsandusky.com/police to access form.

SITE MAP

You MUST ATTACH your event site map to this application if more than one street is affected by closures.

ACKNOWLEDGEMENT/SIGNATURE

I, the applicant understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that by providing such information it is no guarantee that my proposed event will be issued a permit by the City of Sandusky Recreation Department. I further accept responsibility to hold free and harmless the City of Sandusky and to meet all city rules and regulations including submitting proof of proper insurance, a detailed site map, and details for any contract services required to make the proposed event safe and successful. I also accept responsibility for securing music licenses if my event grosses more than \$25,000.00 in revenue. I understand that all information listed on my application, permit, attachments and supporting documents are subject to public disclosure by the City of Sandusky. I verify that I have read and understand this application and the conditions under which my request will be considered. The risk of promoting an event before a permit is issued is the sole responsibility of the applicant. Should the premises be made impractical for use by any cause, the City of Sandusky may, at its discretion, reissue the permit for another city property, or terminate and void the permit. The user expressly waives any and all claims for damage or loss of profit and other compensation should the permit be terminated.

Applicant Signature: _____

Date: _____

Received by City Staff: _____

Date: _____

