



CITY OF XENIA
SPECIAL EVENT PERMIT APPLICATION

NOTE: \$50 APPLICATION FEE DUE WITH APPLICATION. The contract with the city should be through the sponsoring or benefiting organization. This organization should contact their insurance agent to inquire about coverage. A Certificate of Liability insurance naming the City of Xenia as additionally insured is required; no permit will be granted until Certificate of Liability has been submitted.

Today's Date: _____

Sponsoring or Benefiting Organization: _____

Applicant Name: _____ Phone Contact: _____

Mailing Address: _____ Email Contact: _____

City/State/Zip: _____

Title of Event: _____

Proposed Event Date(s): _____ Alternate Event Date(s): _____

Start Time: _____ Finish Time: _____ Estimated # of Attendees: _____

Desired Location of Event: *Include address or name of City facility or park. If the event requires a broad area, describe the area and include street names that border the area. A site plan for the event may be attached. For road races, please include proposed race route.*

The proposed event is: ☐ Private ☐ Open to the public

The purpose of the event is: ☐ Fundraiser for charity ☐ Non-profit community event ☐ For-profit event

Description of Special Event: _____

Please check all items that would apply to your event as proposed:

- | | | |
|---|---|--|
| ☐ Electricity | ☐ Potable water | ☐ Portable toilets |
| ☐ Trash receptacles/collection | ☐ Street closure/traffic control | ☐ Signage/banners |
| ☐ Tents/temporary structures | ☐ Inflatable play structures | ☐ Music/entertainment |
| ☐ Food vendors | ☐ Non-food vendors | |



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Signature of Applicant implies express agreement in compliance with all federal, state, and local laws.

By signing this application, Applicant acknowledges understanding of the following provisions:

- Applicant shall provide for the collection and removal of all trash, garbage, and litter caused by or arising out of the special event.
- The City may impose a service fee for any clean-up costs incurred by the City as a result of the event.
- The City may impose a service fee for any personnel costs related to the provision of security, traffic control, public safety, or general maintenance required for the special event.
- The City may impose a usage fee for any utility services provided for the special event.
- Applicant shall provide for portable restroom facilities if deemed necessary by the City.
- Applicant shall secure any additional permits for operations or activities related to the event, including but not limited to public health permits, temporary occupancy permits, or permits for temporary structures.
- Applicant agrees to hold the City of Xenia, its employees, agents, servants, boards and commissions harmless from liability arising from the issuance of the special event permit and from the conduct of the participants of the event or any vendors or subcontractors associated with the event. Applicant indemnifies the City of Xenia, its employees, agents, servants, boards and commissions against all claims of injury or damage to persons or property caused by the negligent acts of the applicant.

The applicant agrees that he/she is the primary contact person for the special event; and, at the time application is made, the applicant has submitted the Certificate of Liability insurance naming the City of Xenia as additionally insured through the sponsoring or benefiting organization for the special event.

Signature of Applicant: _____ Date: _____

Please see City of Xenia Codified Ordinance §1040.06 for additional information

FOR OFFICE USE ONLY:

Approval by:

City Manager _____ Date: _____

TO _____
Name of Applicant _____ Date Permit Issued _____

Address _____ City _____ State _____ Zip _____

PERMISSION IS GRANTED FOR THE _____

AT _____
Location of Event _____

This permit has been issued in accordance with §1040.06 of the Xenia Codified Ordinances subject to revocation or suspension for cause and is not transferable. A copy of this permit is provided for the applicant/organizer; the original is on file with Xenia City Manager's Office.

Expiration Date of Permit _____