



VILLAGE OF GRANVILLE

141 East Broadway
PO Box 514
Granville, OH 43023

www.granville.oh.us
740.587.0707
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SPECIAL EVENT PERMIT APPLICATION

The Village of Granville is happy to help with your upcoming event. This application needs to be completed if you are planning an event (festival, concert, parade, public performance, car show or announced public gathering) on a public street, right-of-way or public property. This event application must be submitted at least 45-days prior to the event. No person shall engage, participate in, aid, form or start an event unless a permit is obtained from the Village of Granville. Granville is a cooperative and friendly community. In order to maintain a welcoming atmosphere, the logistics of any event must be arranged in advance to assist you and our residents in producing a safe and successful community event. This application must be completed in full and returned to the Granville Village Office at 141 East Broadway or mailed to Village of Granville, PO Box 514, Granville, OH 43023 including route maps for parades or races and proof of liability insurance. Once the completed application is received, all information will be reviewed by Village staff. Should additional information be needed, Village staff will contact the event contact person. The event contact person will receive a copy of the approved permit. All requirements are pursuant to Granville Village Code Sections 311.02 and 711.01.

Event Name (Please print or type) _____

Date(s) of Event _____

Event Sponsor _____ Contact Person _____

Mailing Address _____
City State Zip

Phone Number _____ Cell Number _____ Email _____

Set -up Time/Date _____ Dismantle Time/Date _____

Event Hours _____

Description of Event _____

Number of Participants _____ Number of People Expected to Attend the Event _____

VILLAGE SERVICES BEING REQUESTED*

(*The Village reserves the right to require reimbursement for the cost of all services provided by Village staff.)

_____ Granville Police Department _____ Service/Street Department

_____ Fire Department/EMT/Ambulance _____ Electric

_____ Water & Sewer Services _____ Other

If an event includes a parade, race, or run/walk, please describe route and attach a proposed map. Uniform detour routes and parking will be in effect at the discretion of Granville Village staff .

LOGISTICS

******Police and fire emergency vehicles must have access to all street locations at all times.**

Do you require road closure(s)? _____ yes _____ no List specific roads or portions of roads to be closed:

Will normal operations of residents or businesses be affected by your event? _____ yes _____ no

If yes, please attach a draft copy of the notification letter for Village approval before being sent to the affected residents/businesses.

Please describe your traffic, parking and overflow plan _____

A map of any parade, race, or run/walk must accompany all applications.

Will you require barricades? _____ yes _____ no quantity _____

Location where barricades should be delivered. _____

Will you request restricted or no parking signs be posted? _____ yes _____ no

If yes, provide date(s) and time(s) of restricted parking. _____ date(s) _____ time(s)

Will you request on-street parking removal by the police department? _____ yes _____ no

Will you request Granville Police Department safety/traffic control services or services by another security provider? _____ yes _____ no If yes, list what services will be required:

Will you need on-site first aid provider? _____ yes _____ no If yes, name of provider _____

Will this event require temporary signage? _____ yes _____ no If yes, you will need to contact the Village Planner for a temporary sign permit and regulations.

Describe your clean-up plans both during and after the event. _____

Logistics

Check appropriate category below and fill in details. If no applicable, mark as N/A.

| | | |
|--|--|---|
| Alcohol | Will alcohol be served? <input type="checkbox"/> yes <input type="checkbox"/> no | Will alcohol be sold? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, by whom? |
| Amplified Sound | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> acoustic <input type="checkbox"/> amplified | Village noise code prohibits loud noise between the hours of 10pm and 8am |
| Animals | How many? _____ | Species? _____ |
| Booths/Vendors | How many booths? _____ How many vendors? _____ | Location _____ Location _____ |
| Electricity Source <small>If you will be connecting to a Village electrical source, a Village staff member must be there when the electric is attached and detached. Electrical service not returned to its original state will be charged \$100 by the Village.</small> | Generators <input type="checkbox"/> yes <input type="checkbox"/> no | How many? _____ Size? _____ |
| Fireworks/Fire Performance | <input type="checkbox"/> ground <input type="checkbox"/> aerial | Pyrotechnic company |
| Portable Restrooms | How many? _____ | Handicapped accessible <input type="checkbox"/> yes <input type="checkbox"/> no |
| Rides | How many? - _____ | Type _____ |
| Staging/Scaffolding | How many? _____ | Height _____ |
| Tents/Canopies | How many? _____ | Size _____ |
| Vehicles/Floats | How many? _____ | Size and gross weight _____ |
| Solid Waste Containers | Will you provide solid waste receptacles? <input type="checkbox"/> yes <input type="checkbox"/> no | How many? _____ |
| Open Flame or Cooking | <input type="checkbox"/> yes <input type="checkbox"/> no | Describe facilities _____ |
| Compressed Gas Cylinders | <input type="checkbox"/> yes <input type="checkbox"/> no | If yes, describe _____ |

Insurance and Indemnification

Indemnification—Hold Harmless

I understand that I am requesting the use of a specific area of public property for the purpose of the event described above. The applicant agrees to defend, indemnify and hold the Village of Granville, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgments including the attorney's fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or the result of activities or appliances of the applicant, their employees or otherwise, except for the sole negligence of the Village. The applicant further agrees to comply with all provisions of the Village Code including Sections 311.02 and 711.01 and understand and will abide by the terms thereunder. This permit may be revoke at any time.

Event Sponsors' Name

Authorized Signature

Date

Insurance

The applicant shall be required to provide a certificate of insurance with this application to insure against claims for injuries to persons or damage to property which may arise from or in connection with this event. Public liability and property damage insurance shall cover the participants, products-complete operations and contractual liability with limits of no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate with the Village of Granville names as an additional insured.

Permit Approval

In accordance with the provisions of Sections 311.02 and 711.01, the Village of Granville has reviewed this application and hereby **GRANTS** () **DENIES** () the issuance of the permit in accordance with the above information and the Village of Granville Code. Failure to do so may result in a permit being revoked and/or any other appropriate penalties as provided by law.

SPECIAL RESTRICTIONS

Village Manager or Designee

Date