

City of Cincinnati Park Board

**Permit Application
Event Profile**
(Please Type or Print)

Please return this completed and signed Event Profile when you return your signed Event Permit. The Permit and this profile must be received by the Park Board Event Team no later than 45 days before your event date.

Event: _____ Event Dates: _____

Overall Event Description

Estimated Attendance: _____ Previous Year's Attendance: _____

If estimated attendance is over 3,000, a City of Cincinnati Special Event Permit will be necessary. Depending on size and type of the event a Permit Holder may be required to hire City of Cincinnati Police Officers and/or Paramedics.

Will electric be needed? _____ Yes _____ No For what purpose? _____

Standard 110v: _____ Yes _____ No 220v: _____ Yes _____ No

Location(s): _____

A completed site map is required a minimum of 45 days prior to your event.

Person responsible for site map: _____ Telephone Number: _____

Tents, Booths, Fencing & Barricades

Company supplying tents/booths/tables: _____ Telephone Number: _____

Delivery date: _____ Time: _____ Pick up date: _____ Time: _____

Company supplying barricades: _____ Telephone Number: _____

Number of barricades: _____ Location(s): _____

Delivery date: _____ Time: _____ Pick up date: _____ Time: _____

Sanitation & Trash Removal

Company supplying roll off box: _____ Telephone Number: _____

Number of roll of boxes: _____ Size of roll of boxes: _____

Delivery date: _____ Time: _____ Pick up date: _____ Time: _____

Company supplying recycling dumpster: _____ Telephone Number: _____

Number of roll of boxes: _____ Size of roll of boxes: _____

Delivery date: _____ Time: _____ Pick up date: _____ Time: _____

Company supplying portable toilets: _____ **Telephone Number:** _____

Number of portable toilets: _____ Number of handicapped accessible toilets: _____

Delivery date: _____ Time: _____ Pick up date: _____ Time: _____

Alcohol

Does the event involve the sale of beer and/or wine? _____

What items will be sold/served? **Beer:** _____ Yes _____ No **Wine:** _____ Yes _____ No

Name of Non-Profit Organization: _____

Food Concessions

Will there be food sales? _____ Yes _____ No Will there be beverage sales? _____ Yes _____ No

Will electric be needed for cooking? _____ Yes _____ No 110v: _____ 220v: _____

Will grease be used for cooking? _____

Company supplying grease, ash, and grey water collection containers: _____

Person responsible for coordinating concessions? _____ Event day phone? _____

Entertainment & Attractions

Will there be entertainment at your event? _____ Yes _____ No

Type of entertainment: _____ Live Band _____ DJ/Announcements _____ Theater _____ Dance Group/Track Singer

Will there be fireworks at your event? _____ Yes _____ No

Where will they be launched from? _____

Who will be providing services? _____

Contact Person: _____ Telephone Number: _____

Bicycle Plan

When planning your event, keep in mind the location for bicycling parking.

Will there be a specific area for bicycles? _____ Yes _____ No Where? _____

Overall Event Description:

Please provide a description of your event. Include details regarding any components of your event such as the use of vehicles, deliveries, or any other pertinent information about the event. This should include the timetable of the event day including set up, event start time and strike.

The City of Cincinnati Park Board has assembled this Event Profile to assist organizations and event producers in successfully planning and implementing events. In an effort to maintain a balance of activities which will recognize the need for active and passive use of the Waterfront, the City of Cincinnati Park Board reserves the right to select activities which are deemed by it to promote the public health, safety and welfare of its citizens.

This permit will not be approved until all necessary information has been received. The Permit Holder states that all information in this Event Profile is complete and correct.

Permit Holder (Print)

Title

Signature

Date