

# Willowick Building Department

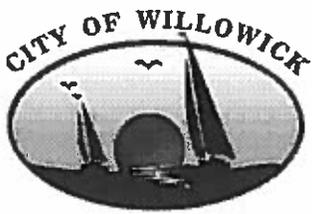
440-516-3000

## Special Event Permit Application

Ordinance 705.05

Applicant Information			
Name			
Street Address			
City, State, ZIP Code			
Primary Phone		Alternate Phone	
Email Address			
Organization Name			
Responsible Party for Event Conduct			
Street Address			
City, State, ZIP Code			
Primary Phone		Alternate Phone	
Email Address			

Event Information			
Event Name			
Set-Up Date	Start:	End:	
Event Date	From:	To:	
Event Hours	Start Time:	End Time:	
Breakdown Date	Start:	End:	
Estimated number of persons to participate in the Special Event:			
Event Description (briefly explain event and planned activities):			



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*Application must be submitted seventy days prior to event*

Provisions for Parking (designate where "No Parking" signs will be used):

Please specify details of how security and traffic control will be provided:

Please list the location and time of any requested street closings:

Street:

Time of Closure:

Street:

Time of Closure:

Street:

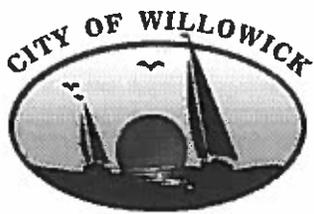
Time of Closure:

Will merchandise be sold at the Special Event? If yes, please describe and list any vendors being used:

Will food or alcoholic beverages be sold? If so, please describe and list any vendors being used:

Will any animals be used at the Special Event? If yes, please describe:

Please provide details of how the area of the Special Event will be cleaned up (if on public property):



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<b>Additional Required Information</b>	
Provide proof that applicant possesses or is able to obtain any licenses or permits required by Codified Ordinances, other City Ordinances, or State Law for the conduct of the Special Event:	
Please provide a sketch showing the area to be used for the Special Event together with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities:	
<b>Indemnification</b>	
An application for a special event permit must execute a written agreement to indemnify the city, officers and employees or secure general liability insurance policy with the coverage of not less than a one million dollars naming the city of Willowick as an insured.	
<b>Agreement and Signature</b>	
I agree to abide by all the conditions herein contained and to comply with all laws and ordinances of the City Of Willowick and laws of the State Of Ohio if applicable and said agreement is a condition of said permit.	
Name (printed):	
Signature:	Date:
<b>Payment Information</b>	
*Application Fee \$150.00	* Permit Fee After Approval \$30.00
All temporary tents / canopies / structures, electrical, building, plumbing, gas piping and H.V.A.C. permits are to be obtained from the Lake County Building Department, 105 Main St., B Building Second Floor, Painesville, OH 44077. Phone #440-350-2636. All temporary food service licenses are to be obtained from the Lake County Health Department, 5966 Heisley Rd., Mentor, OH 44060 . Phone #440-350-2543.	
<b>Office Use Only</b>	
_____	Approved      Date: _____
_____	Denied      Reason: _____
_____	Variance Needed      Reason: _____
_____	Willowick Police Dept. Approved      Date: _____