

Special Event Application

Return completed packet to:

Grandview Heights Parks & Recreation Department
1515 Goodale Grandview Heights OH 43212
Business 614-488-3111 / Fax 614-481-6221

City of Grandview Heights

1016 Grandview Ave
Grandview HTS, OH 43212
614.488.3159
Fax 614.488.7746



This form is used by a requestor for permission to use or have use of: public roadways, right of ways, sidewalks for the purpose of providing the public with a community based activity. The submission of this form does not guarantee the use of such spaces and may have contingent requirements and permits that must be satisfied prior to granting permission of such activity. **Please fill-out the form in its entirety and submit to the Grandview Heights Parks and Recreation Department.** The request will be circulated through the City and then returned with approval or disapproval and any conditional requirements that may need met. These include applicable permits (Tent, Liquor, Electrical), special duty Police, Fire/Medic crews on standby, Sanitation, and or Parks and Recreation employees on hand during the event (including the hourly rate if to be paid by the applicant). The City may require a deposit depending on the event size and nature.

Request section 1 and 2 does not guarantee that the applicant will receive permission to have open access to these items and should be reviewed when picking up the application from the City for any declined items, or items that may require conditional requirements. Conditional permits that are required on the completed form must be applied and paid for prior to the event. Negating required permits and inspections associated with such permits will result in forfeiture of the permitted activities. Contact information for each department is listed below. If you are required to have a permit, please contact the issuing department as soon as possible to find out the submittal requirements, fees and inspections associated. The Parks and Recreation Department can also assist you with additional information regarding permits.

Please to attach the following with this form: this application and a site plan indicating the locations of ALL requested checked items and also: parking for participants, spectators and road closures. Please provide specific details for parking for patrons, participants, volunteers and spectators. Provide a detailed description of any requests for use during the event by the City.

Parks and Recreation: 488-3111

Administration 614.488.3159 Liquor Permits

Police 614.488-7901 Special event Police Officers, Street closure coordination

Fire 614.488-5904 Special event Fire/Medic Crew, Tents less than 4-10x10's or 400sq ft total aggregate.

Building 614.481-6220 Electrical Permits, Tent Permits > 400 Sq Ft total aggregate space

Finance 614.481.6213 Payment for services required by the City

Special Event Application

Contact Information

Primary Contact: _____

Organization _____

Type of Organization (e.g. not-for-profit) _____

Street address _____

City/State/ZIP _____

Phone Number (Daytime) _____ Evening _____

Secondary Contact: _____

Phone Number (Daytime) _____ Evening _____

Type of event: _____

Date(s) of Event: _____ Rain Date: _____

Time of Event: _____

Set-up times: _____ Tear-down times: _____

Number of attendees _____ Number of Event Staff _____

Location of the Event: _____

Will alcohol be served pursuant to an approved permit: _____

Signature of Applicant: _____ Date: _____

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Request for (Check all that apply)

Temporary Closing of a street or alley

Special Event / Festival

Request Section 1

Request for use during event provided by requestor (Check all that apply):

- Street closure Tents (more than 4-10x10's or 400sq ft) Grills/fryers Electrical taps
 Generators (____ Kw) Barricades Dumpsters Lighting Vending food preparation
 Portable toilets Extension Cords Fire Extinguishers Pyrotechnics/Flame effects
 Fireworks Air supported structures LPG Parking control

Request Section 2

Request for use during event provided by City (Check all that apply):

- Use of City water tap Use of City Electric Use of City facility, Park, or Property Barricades
 Dumpsters Safety personnel for security or traffic/parking issues
 First aid personnel Fire Extinguishers

Provide this application and a site plan indicating the locations of ALL of the above checked items and also: parking for participants, spectators, and road closures. Please provide specific details for parking for patrons, participants, volunteers and spectators. Provide a detailed description of any requests for use during the event by the City.