

SPECIAL EVENT PERMIT APPLICATION FORM

(To be completed by the requesting Sponsor/Producer)



SPECIAL EVENT #: _____
Assigned and entered by City of Cincinnati personnel only.

NOTICE TO PERMIT APPLICANT

- Applicants are advised to review and comply with ALL requirements of Cincinnati Municipal Code – Chapter 765, SPECIAL EVENTS PERMITS.
- Completed Special Event Permit Applications must be submitted to the Chief of Police a minimum of SIXTY (60) calendar days prior to the date the event is scheduled to begin.
- Submit all completed applications through the Cincinnati Police Department Special Events Unit, 150 E. Freedom Way, Cincinnati, Ohio 45202, (513) 352-5430. www.cincinnati-oh.gov/police/.
- Applicants must conform to all requirements for maintaining liability insurance.

EVENT TITLE/NAME:			
EVENT SPONSOR/PRODUCER:			
STREET ADDRESS:			
CITY, STATE, & ZIP CODE:			
BUSINESS PHONE:			
FAX #:			
TAX I.D. #:			
NAME OF AUTHORIZED AND RESPONSIBLE AGENT:			
AGENT TITLE:			
STREET ADDRESS:			
CITY, STATE, & ZIP CODE:			
TELEPHONE #:			
MOBILE PHONE #:			
EMAIL ADDRESS:			
EVENT DATE(S):	From:	To:	
EVENT HOURS Date:	Open:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Close: <input type="checkbox"/> AM <input type="checkbox"/> PM
Date:	Open:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Close: <input type="checkbox"/> AM <input type="checkbox"/> PM
Date:	Open:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Close: <input type="checkbox"/> AM <input type="checkbox"/> PM
Date:	Open:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Close: <input type="checkbox"/> AM <input type="checkbox"/> PM
EVENT SETUP Date:	Setup commencing at: <input type="checkbox"/> AM <input type="checkbox"/> PM		
DISMANTLE Date:	Completed by no later than: <input type="checkbox"/> AM <input type="checkbox"/> PM		
ESTIMATED ATTENDANCE FOR THE ENTIRE EVENT:			

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PROVIDE A BRIEF DESCRIPTION OF THE EVENT:		
WILL THERE BE MUSIC DURING THE EVENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, will the music be electronically amplified?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If there will be electronically amplified music during the event, an appropriate plan for the control of sound MUST be submitted with this permit application.		
WILL AN ADMISSION FEE BE CHARGED TO PERSONS ATTENDING THE EVENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, how much is the fee?	\$	
WILL VENDORS, CONCESSIONAIRES, RUNNERS, ENTRANTS FLOATS, VEHICLES, ETC. BE CHARGED A FEE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF ANY FEE IS INVOLVED, IDENTIFY AND DESCRIBE BELOW: HOW MUCH? TO WHOM? FOR WHAT? ETC.		
DOES THE SPONSOR/PRODUCER INTEND TO GENERATE REVENUE AS A RESULT OF FOOD, BEVERAGE, SOUVENIR AND/OR PROGRAM SALES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
INDICATE WHAT WILL BE SOLD:		
WILL ALCOHOLIC BEVERAGE(S) BE SOLD?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
INDICATE THE TYPE OF BEVERAGE(S), SIZE OF SERVING(S), AND PRICE(S):		
WHAT IS THE ESTIMATED COST OF PRODUCING THE EVENT?	\$	
WHAT IS THE ESTIMATED REVENUE RAISED BY THE EVENT?	\$	
WHAT DOES THE SPONSOR INTEND TO DO WITH THE REVENUE GENERATED FROM THE EVENT?		
IS THE SPONSOR/PRODUCER A REGISTERED NONPROFIT OR CHARITABLE ORGANIZATION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ADDITIONAL INFORMATION:		
<p>The City will provide an estimate of city service costs prior to the event. I agree to pay the estimated costs or post a bond in that amount. I understand and agree that the City will not issue a permit without pre-payment of the estimated costs or a bond. These costs may include expenses from the Police and Fire Department, Neighborhood Services Division, Traffic Engineering Division, Traffic and Road Operations Division and any other city agencies that provide service to the event. I understand that I will be given an itemized list of costs after the event. The City will issue a refund for any overpayment or issue a bill for any underpayment.</p>		
<p>I will provide a certificate of insurance ("COI") in a form acceptable to the City with comprehensive general liability insurance in an amount not less than \$1,000,000 per occurrence and not less than \$2,000,000 aggregate which names the City of Cincinnati as an additional insured. In addition, if I plan to sell alcoholic beverages, I will provide a COI with liquor liability in an amount not less than \$1,000,000 which names the City of Cincinnati as additional insured. The City's Risk Manager may require additional insurance for particular types of events (e.g. fireworks, helicopters, etc.)</p>		
Signature of Applicant/Authorized Agent	Title	Date

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CHECKLIST AND SUPPLEMENTAL INFORMATION

(Complete all items within each section.)

I. GENERAL INFORMATION

A.	IDENTIFY EVENT LOCATION; PROVIDING ADDRESSES AND A BRIEF DESCRIPTION OF THE SPECIFIED AREA.					
ATTACH A DETAILED SITE MAP; INDICATE THE LOCATIONS OF THE FOLLOWING APPLICABLE ITEMS WITHIN THE EVENT AREA:						
1. <input type="checkbox"/> Entertainment and/or stage area(s)						
2. <input type="checkbox"/> Alcoholic beverage concession area(s)						
3. <input type="checkbox"/> Non-alcoholic beverage concession area(s)						
4. <input type="checkbox"/> Food concession area(s)						
5. <input type="checkbox"/> General merchandise concession area(s)						
6. <input type="checkbox"/> Portable toilet facilities (indicate the total number in each location)						
7. <input type="checkbox"/> Emergency Medical Facilities						
8. <input type="checkbox"/> Lost children area(s)						
9. <input type="checkbox"/> Event producer’s command post						
10. <input type="checkbox"/> Parking accommodations: Patron, Handicapped, Supplier, Volunteer, etc.						
11. <input type="checkbox"/> Fireworks restricted area						
12. <input type="checkbox"/> Police Department Command Post						
13. <input type="checkbox"/> Fire Department Command Post						
14. <input type="checkbox"/> Parade route, staging area, and direction of procession if applicable						
IF THE PROPOSED EVENT IS UTILIZING ONE OF THE FOLLOWING LOCATIONS, THE INDICATED PERMIT MUST BE OBTAINED FROM THE APPROPRIATE LISTED CITY DEPARTMENT.						
1. City Street Street Blocking Permit from the Cincinnati Police Department, Special Events Unit, 150 E. Freedom Way, Cincinnati, Ohio 45202. (513) 352-5430.						
2. Parade Route Special Parade Permit from the Cincinnati Police Department, Special Events Unit, 150 E. Freedom Way, Cincinnati, Ohio 45202. (513) 352-5430.						
3. Fountain Square Permit from the Cincinnati Center City Development Corporation (3CDC), 1410 Race Street, Cincinnati, Ohio 45202. (513) 621-4400.						
4. Riverfront Parks Permit from the Cincinnati Park Board, (office located at) 705 E. Pete Rose Way, Cincinnati, Ohio 45202. (513) 352-6180.						
5. All other City Parks Permit from the Cincinnati Park Board, (office located at) 950 Eden Park Drive, Cincinnati, Ohio 45202. (513) 357-2604.						
HAVE ALL OF THE APPLICABLE PERMITS BEEN FILED FOR?					<input type="checkbox"/> YES	<input type="checkbox"/> NO
WHAT IS THE ANTICIPATED ATTENDANCE FOR THE EVENT?						
WHEN IS THE ATTENDANCE EXPECTED TO PEAK?						
WHAT ESTIMATED PERCENTAGE OF ATTENDANTS WILL MAKE UP THE FOLLOWING AGE GROUPS:						
15 and younger	%	21 to 25	%	36 to 45	%	
16 to 20	%	26 to 35	%	45 and older	%	

II. FOOD AND BEVERAGE CONCESSION

A.	<p>If you plan to sell alcoholic beverages, you must apply for a State Liquor Permit. Contact the Ohio Division of Liquor Control in Columbus, Ohio. Additionally, you will be required to hold Liquor Liability Insurance in an amount not less than \$1,000,000 <u>in addition to all other insurance requirements</u> and to name the City of Cincinnati as additional insured.</p>		
	<p>DO YOU PLAN TO SELL ALCOHOLIC BEVERAGES?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>City Council, at their meeting of November 6, 1990, directed that event producers make available non-alcoholic beer at events where beer is sold. The non-alcoholic beer can only be sold to persons over the age of twenty-one; it must be sold at locations other than the regular beer sales locations; and if the event chooses to carry the product in cans, it must be poured into cups and the customer may not be given the can. Plastic bottles are permitted but the vendor must retain the bottle cap.</p>			
B.	<p>If you plan to sell food, the participating food vendors must obtain temporary food licenses from the City Health Department. You must also review your food vending plan with the Health Department and make arrangements for inspection of the vending booths. Booths must be a minimum footprint area of 10'x20', with cover.</p> <p><u>Pursuant to state law, your application(s) for a temporary license must be submitted to the Health Department at least THIRTY (30) days prior to the date of the event.</u></p> <p>Please contact the Food Safety Unit of the City Health Department, phone (513) 564-1770.</p>		
	<p>DO YOU PLAN TO SELL FOOD?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<p>IDENTIFY THE FOOD VENDOR COORDINATOR:</p>		
	<p>TELEPHONE:</p>		
	<p>EMAIL ADDRESS:</p>		
C.	<p>If you intend to cook food in the event area, it will be necessary for you to have the layout of the event reviewed by the Cincinnati Fire Department. It may also be necessary for Fire Department staff to inspect the individual cooking booths the day of the event.</p> <p>Please contact the Cincinnati Fire Department, Fire Event Planning Unit, phone (513) 263-8065.</p>		
	<p>DO YOU PLAN TO COOK FOOD OR WARM FOOD WITH PROPANE, WOOD, CHARCOAL, ELECTRIC, OR OTHER EQUIPMENT?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
D.	<p>If you are serving or cooking food, the City Health Department and the Cincinnati Fire Department will require that water be available to the vendors.</p>		
	<p>HAVE YOU MADE ARRANGEMENTS FOR WATER?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>IF YES, WHO WILL BE PROVIDING THE WATER?</p>			
E.	<p>If there are food vendors that are cooking using deep fat fryers, it will be necessary for you to ensure that grease is provided within the event area and removed at the close of the event. Grease <u>cannot</u> be disposed of using City of Cincinnati sanitation trucks, trash cans, or poured into any sewer whatsoever.</p>		
	<p>HAVE YOU MADE ARRANGEMENTS FOR GREASE REMOVAL?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

III. SECURITY AND SAFETY PROCEDURES

A.	It will be necessary for you to develop a <u>Security and Safety Plan</u> for your event. Your plan needs to include the number, hours, and locations for deployment of security personnel and equipment provided by the sponsor, procedures for crowd control, collection and depositing of cash, VIP areas, entertainer and stage security, media areas and private security services. Please call the Cincinnati Police Department, Special Events Unit, phone (513) 352-5430.		
	HAVE YOU REVIEWED YOUR PLAN WITH THE CINCINNATI POLICE DEPARTMENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Please call the Cincinnati Fire Department, Fire Event Planning Unit, phone (513) 263-8065.		
	HAVE YOU REVIEWED YOUR PLAN WITH THE CINCINNATI FIRE DEPARTMENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
B.	If the event is to occur at night, the safety of patrons coming to and leaving from the event is important.		
	IS THERE EXISTING LIGHTING?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DO YOU PLAN TO INSTALL TEMPORARY LIGHTING AND ELECTRIC SERVICE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	If you plan to install temporary lighting or electric service, permits will be required. Please call (513) 381-6080, for electrical permitting information.		
C.	If you plan to use fireworks at any time during the event, it will be necessary to obtain a Pyrotechnic Device Indoor/Outdoor Permit from the Cincinnati Fire Department. >>> The location of the fireworks <u>must be shown</u> on the event map. <<< Please call the Cincinnati Fire Department, Fire Event Planning Unit, phone (513) 263-8065.		
	DO YOU PLAN TO USE FIREWORKS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	If you plan to sell food at night, all food booths must have internal lighting. Electrical service will be required for mechanical food refrigeration and heating equipment. Electrical power may also be necessary for entertainment and other event activities.		
D.	HOW WILL ELECTRIC SERVICE BE PROVIDED?		
	If temporary electrical wiring will be used in the event area, it will be necessary to have the installation made by a licensed and registered electrical contractor and inspected by The Inspection Bureau, Incorporated. Please call (513) 381-6080 for further instructions.		
E.	It will be necessary to have at least one person of authority at the event area and in charge of the event at all times. The person(s) must have the authority to cancel or greatly modify the event plans. If event personnel are using two-way radios during the event the person(s) of authority must be in contact by radio from your command post at all times.		
	PLEASE LIST THE PERSON(S) OF AUTHORITY WHO WILL BE IN CHARGE DURING THE EVENT:		
	<u>NAME</u>	<u>ADDRESS</u>	<u>MOBILE PHN. #</u>

III. SECURITY AND SAFETY PROCEDURES (continued)

F.	Depending on the size and nature of your event, it may be necessary to provide Emergency Medical Services for the event patrons.		
	WHO WILL BE PROVIDING THE STAFF AND THE EQUIPMENT FOR THE EMERGENCY MEDICAL FACILITY?		
	Name of Agency:		
	Contact Person:		Phone Number:
	PLEASE INDICATE THE EQUIPMENT AND TYPE, AND NUMBER OF STAFF WHO WILL BE ON-SITE DURING ALL HOURS OF THE EVENT.		
	Ambulance:		Emergency Medical Technicians:
	Paramedics:	Nurses:	Doctors:
Others (please specify):			
G.	If you plan to erect a tent or canopy in the event area, it will be necessary to obtain a Tent Permit from the Department of Planning and Buildings, 3300 Central Parkway, phone (513) 352-3271.		
	DO YOU PLAN TO ERECT A TENT OR CANOPY AT THE EVENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HAS THE CINCINNATI FIRE DEPARTMENT REVIEWED YOUR PLANS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
H.	If you plan to build decorative facades, stages or other structures, or hang banners and flags it may be necessary to obtain permits from various city departments.		
	PLEASE LIST ANY CONSTRUCTION ACTIVITY THAT WILL TAKE PLACE:		
I.	WILL ENTERTAINMENT BE PROVIDED AT THE EVENT?		<input type="checkbox"/> YES <input type="checkbox"/> NO
	If yes, please attach an addendum to this permit application, listing of all entertainment, indicating the name(s) of the act(s), type of entertainment provided, the day and time of the act(s), and stage location.		
	WHAT TYPE OF VEHICLES (TRUCKS, LIMO'S, ETC.) WILL NEED TO ACCESS THE EVENT AREA?		
	Have you made arrangements with the Cincinnati Police Department for the vehicles requiring access?		<input type="checkbox"/> YES <input type="checkbox"/> NO
	If you need to know the police district to contact, please call the CPD Special Events Unit, (513) 352-5430.		

IV. CLEANUP DURING AND AFTER THE EVENT

A.	WHO WILL BE RESPONSIBLE FOR EMPTYING TRASH CANS, REMOVING TRASH FROM FOOD AND MERCHANDISE VENDOR BOOTHS AND PICKING UP LITTER IN THE EVENT AREA DURING THE HOURS OF THE EVENT?		
	Name of business responsible for removals:		
	Contact Person:		Phone Number:
B.	WHO WILL BE RESPONSIBLE FOR CLEANUP OF THE EVENT AREA AFTER THE EVENT IS OVER?		
	Name of business responsible for event cleanup:		
	Contact Person:		Phone Number:
C.	To make arrangements for trash pick-up from the event area, contact the Public Services Department, Neighborhood Services Division, phone (513) 352-2678.		

V. TERMS AND CONDITIONS

- (1) The sponsor of the event shall have a representative present at all times during the event who shall be responsible for ensuring compliance with all applicable ordinances and regulations and for accepting all notices of violations and closure orders.**
- (2) The special event shall not take place unless the sponsor has supplied the chief of police with a certificate of insurance evidencing general commercial liability insurance, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and liquor liability insurance, if applicable, with a limit of not less than \$1,000,000. Each certificate of insurance shall list the city as an additional insured.**
 - a) Each insurance policy required by this subsection shall include a provision to the effect that it shall not be subject to cancellation, reduction in the amounts of its liabilities, or other material changes until notice thereof has been received in writing by the office of risk management and the chief of police not less than 60 days prior to such action.**
 - b) Each sponsor shall maintain the insurance required by this subsection in full force and effect for the duration of the permit period. Failure of the sponsor of the event to maintain such insurance during the periods indicated above shall result in automatic expiration of the permit. For the purposes of this subsection, the permit shall include the time required for construction and removal of all materials and equipment provided for the conduct of the special event until the public way has been cleared and restored as provided in section 4 below.**
- (3) The sponsor of the event shall indemnify and hold harmless the city of Cincinnati, its officials, employees, subcontractors, agents, and assignees from any and all losses, damages, injuries, claims, demands, and expenses arising out of the operation of the special event or the condition, maintenance, and use of public property.**
- (4) During the presentation of the special event, the sponsor of the event shall at its own cost keep the public way clean and free from paper, debris, or refuse, and upon termination of the permit by lapse of time or otherwise, the sponsor of the event shall remove all materials and equipment and clean the street. If the public way has been damaged, the city shall repair and restore it to the condition it was in prior to the special event and bill the sponsor of the event for the city’s actual cost to repair.**
- (5) Whenever a permit requires the closure of a street, a clear path of not less than twelve (12) feet must be maintained at all times to provide for the passage of emergency vehicles.**
- (6) The sponsor of the event shall be responsible for ensuring that each vendor participating in the event obtains the proper licenses. In the event that an unlicensed or improperly licensed vendor is found at the event, the sponsor of the event shall be fined pursuant to CMC § 765-99 for each unlicensed or improperly licensed vendor. This shall be in addition to any fines or penalties which may be issued to the individual vendor. The sponsor shall promptly remove the unlicensed or improperly licensed vendor from the event area.**

Signature of Applicant/Authorized Agent	Title	Date

V. TERMS AND CONDITIONS (continued)

SPECIAL EVENT POLICIES

ALCOHOL SALES - THE LIQUOR PERMIT HOLDER FOR ALL EVENTS INVOLVING THE SALE OF ALCOHOL WILL BE REQUIRED TO SIGN A "LIQUOR PERMIT HOLDER AGREEMENT" AND ABIDE BY ALL RULES CONTAINED THEREIN. ALL ALCOHOL SALES SHALL END ONE (1) HOUR PRIOR TO THE CLOSE OF THE EVENT. THE NUMBER OF ALCOHOL SALE LOCATIONS AND NUMBER OF BEER TAPS SHALL BE REVIEWED AND APPROVED BY THE POLICE DEPARTMENT PRIOR TO THE EVENT. ALCOHOL SALES SHALL COMPLY WITH ALL STATE AND LOCAL LAWS.

BEVERAGE SALES - ALL BEVERAGES SOLD IN GLASS BOTTLES MUST BE POURED INTO A PLASTIC OR PAPER CUP WHEN SERVED. BEVERAGES MAY BE SOLD IN PLASTIC CONTAINERS, BUT THE CAP MUST BE REMOVED AND RETAINED BY THE VENDOR. PLASTIC BEER BOTTLES MAY BE SOLD AND DISPENSED BUT THE EVENT MUST BE ABLE TO SWITCH TO PLASTIC CUPS IF DEEMED NECESSARY BY THE POLICE DEPARTMENT.

VEHICLES - NO VEHICLES WILL BE PERMITTED IN THE EVENT SITE ONE (1) HOUR PRIOR TO START OF AN EVENT. GOLF CARTS ARE ACCEPTABLE FOR TRANSPORTING PEOPLE OR EQUIPMENT DURING THE HOURS OF THE EVENT. THE EVENT PRODUCER SHALL INSURE THE SAFE OPERATION OF THE GOLF CARTS AND SHALL FOLLOW THE DIRECTION OF POLICE AND FIRE DIVISION REPRESENTATIVES.

ALL REQUESTS FOR VARIANCES TO ANY PORTION OF THIS POLICY SHALL BE SUBMITTED IN WRITING TO THE POLICE DEPARTMENT 30 DAYS PRIOR TO THE DATE OF THE EVENT.

SPECIAL INSTRUCTIONS:

Event Producer/Sponsor:		
Signature of Applicant/Authorized Agent	Title	Date

V. TERMS AND CONDITIONS (continued)

EVENT LIQUOR SALES Liquor Permit Holder Agreement	
<p>Ohio liquor laws make special provisions that allow nonprofit organizations to obtain temporary liquor permits for the sale of alcoholic beverages at special events. This provision is covered under the F and F-2 Permit. The intent behind the F and F-2 Permit is to allow nonprofit organizations to use the sale of alcoholic beverages to raise funds to support the activities of the organization. As the holder of the temporary permit, the nonprofit organization assumes certain responsibilities, legal obligations, and liabilities, some of which as listed below:</p>	
<ul style="list-style-type: none"> • Nonprofit organizations may apply for an F or F-2 Permit. F and F-2 Permits cannot be issued for the profit or gain of a private individual or a "for-profit" organization. • The permit holder is the responsible party for all aspects relating to F and F-2 Permits and the sale of liquor during the event. • The permit holder must be the actual body organizing, managing, and selling the alcoholic beverage at the event. • The permit holder may hire individuals to dispense the alcohol. However, the permit holder is required to participate in the sale and management of the product and assumes responsibility for the actions of hired individuals. • The beer or other alcoholic beverage must be purchased by the permit holder. • If the holder of the F or F-2 Permit is a different individual or organization from the producer of the event, the liquor permit holder must be a co-applicant on the City of Cincinnati Special Event Permit Application Form and other permits necessary for the production of the event. • The Special Event Permit Application Form must include a listing of the names, addresses, and phone numbers of all officers of the nonprofit organization as well as all such information regarding the individual representing the organization or association on the liquor permit application. • The Police Department event detail supervisor must be provided with the name(s) of the organization's on-site liquor manager. The liquor manager must be present during all hours of liquor sales. • Certificate of liability insurance must be provided to the City of Cincinnati. The insurance must name the City of Cincinnati as additionally insured and be provided to the Police Department's Special Events Unit ten (10) working days prior to the event. • All alcohol sale locations and number of beer taps will be reviewed and approved by the Police Department prior to the approval of the Special Event Permit. 	
<p>Additional information can be obtained from the Ohio Department of Commerce, Division of Liquor Control, 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005. The permit section can be reached at 614-644-2360 or 614-644-2431.</p> <p>The Cincinnati Police Department Special Events Unit may also be contacted for additional information at 352-5430.</p>	
<p>As officer of, _____, I, _____,</p> <p style="text-align: center; font-size: small;">Name of Organization (please type or print) Name (please type print)</p>	
<p>_____ hereby agree, that _____,</p> <p style="text-align: center; font-size: small;">Title of Office Held (please print) Name of Organization (please print)</p>	
<p>will assume the above legal obligations if granted the City of Cincinnati Special Event Permit.</p>	
<p style="text-align: center;">Signature</p>	<p style="text-align: center;">Date</p>

VI. CITY OF CINCINNATI APPROVAL OF APPLICATION

<u>REVIEW BY THE RISK MANAGER</u>		
	Date of Insurance	Name of Insurance Company
<p>I have reviewed the submitted Certificate of Insurance and find that it:</p> <p>A.</p> <ol style="list-style-type: none"> 1. Lists the sponsoring group, association, or organization and the City of Cincinnati as a Named or Additional Insured. 2. Provides liability insurance in the amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and liquor liability insurance, if applicable, with a limit of not less than \$1,000,000. 		
I have reviewed the insurance and hereby recommend:		<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL
City of Cincinnati, Risk Manager	Signature	Date
<u>RECOMMENDATION OF CHIEF OF POLICE</u>		
<p>In accordance with the provisions of Chapter 765 of the Cincinnati Municipal Code, this application has been reviewed by the Police Department. The Police Department hereby recommends to the City Manager that this special event permit be:</p>		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
B. CINCINNATI POLICE DEPARTMENT SPECIAL EVENTS UNIT		
Special Events Unit Commander	Signature	Date
CHIEF OF POLICE		
City of Cincinnati, Chief of Police	Signature	Date
<u>REVIEW BY CITY MANAGER</u>		
<p>In accordance with the provisions of Chapter 765 of the Cincinnati Municipal Code, I have reviewed this application and the requested special event permit is hereby:</p>		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
C. CITY MANAGER		
City of Cincinnati, City Manager	Signature	Date