

# City of Berea

## SPECIAL EVENT APPLICATION

\*MANDATORY FIELDS ARE INDICATED BY AN ASTERISK

|   |   |           |                         |             |           |
|---|---|-----------|-------------------------|-------------|-----------|
| <b>EVENT NAME*</b> :  |   |           |                         |             |           |
| <b>EVENT DATE(S)*</b>   | START DATE*   | END DATE* | <b>EVENT HOUR(S)*</b> : | START TIME* | END TIME* |
| <b>APPLICANT NAME/AUTHORIZED AGENT*</b> : _____<br><b>ORGANIZATION/BUSINESS NAME*</b> : _____<br><b>ORGANIZATION/BUSINESS TYPE*</b> : <input type="checkbox"/> FOR PROFIT <input type="checkbox"/> NONPROFIT - TAX ID #: _____<br><b>ORGANIZATION/BUSINESS ADDRESS*</b> : _____<br><div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Street / P.O. Box</span> <span>City</span> <span>State</span> <span>Zip</span> </div> <b>ORGANIZATION/BUSINESS PHONE*</b> : _____ <b>FAX:</b> _____<br><b>PRIMARY CONTACT*</b> : _____<br><small>(If different from applicant)</small><br><b>PRIMARY CONTACT PHONE*</b> : _____ <b>MOBILE:</b> _____ <b>E</b> _____<br>_____<br><b>EVENT DAY "ON-SITE" CONTACT*</b> : _____ <b>MOBILE*</b> : _____<br><small>(If different from primary contact)</small><br><b>EVENT INFORMATION HOTLINE</b> (if available): _____<br><b>WEBSITE</b> (if available): _____ |   |           |                         |             |           |
| <b>Dept Approval</b><br>(City use only)<br><br>Police _____<br>Fire _____<br>Building _____<br>Service _____<br>Mayor _____   | <b>EVENT TYPE*: PLEASE CHECK ALL THAT APPLY*:</b><br><div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> BLOCK PARTY</span> <span><input type="checkbox"/> RALLY</span> <span><input type="checkbox"/> PARADE</span> <span><input type="checkbox"/> RUN/WALK/BIKE</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> PRIVATE EVENT</span> <span><input type="checkbox"/> OTHER (DESCRIBE) _____</span> </div> <hr style="border: 0.5px solid black;"/> <div style="text-align: center; padding: 10px 0;"> <p><b>Please submit applications to:</b></p> <p>By mail: City of Berea – Special Events<br/>400 Barrett Road<br/>Berea, OH 44017</p> <p>-or-</p> <p>Email: <a href="mailto:servicedept@cityofberea.org">servicedept@cityofberea.org</a></p> </div> |           |                         |             |           |

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**EVENT INFORMATION: (To be completed by ALL Applicants)**

|                                 |   |   |          |   |       |
|---------------------------------|---|---|----------|---|-------|
| <b>SET-UP / TAKE-DOWN FROM*</b> | TIME*   | DATE*   | THROUGH* | TIME*   | DATE* |
| <b>EVENT LOCATION*</b>          | <i>Please list the proposed event location and attach a map of the proposed logistical layout for your event:</i>   |   |          |   |       |
| <b>EVENT PARKING*</b>           | <p><b>WHAT PARKING ARRANGEMENTS HAVE BEEN MADE FOR THE EVENT?</b><br/><i>(If you are using alternate parking lots for event parking, a letter of approval from the property owner must accompany this application)</i></p> <p><b>EVENT SET-UP:</b></p> <p><b>EVENT PARTICIPANTS</b>(Vendor Vehicles, Volunteers):</p> <p><b>EVENT ATTENDEES:</b></p>  |   |          |   |       |
| <b>EVENT SIZE*</b>              | <b>TOTAL Attendees Expected*:</b>   | # of Participants/ Spectators:  |          | # of Staff/Volunteers:  |       |
| <b>EVENT HISTORY*</b>           | Has this event been produced before*?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | Has this event previously received an Event Permit from the City of Berea*?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |          | Is this an Annual Event*?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |       |
| <b>EVENT SCOPE*</b>             | Briefly describe the scope of your event (attach detailed proposal)*:   |   |          |   |       |
| <b>EVENT PROMOTION</b>          | If open to the public, please check all advertisement methods you plan to utilize:<br><input type="checkbox"/> Print <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Internet <input type="checkbox"/> Billboards <input type="checkbox"/> Posters <input type="checkbox"/> Other:<br><p style="text-align: center;"><b>PLEASE NOTE: You may not promote your event until you have received final approval.</b></p> |   |          |   |       |
| <b>EVENT CLEANUP</b>            | Contact person at the event:<br><br>Name: _____ Mobile Number: _____<br><br>Ongoing cleanup during the event, and intensive cleanup at the close of the event are required.   |   |          |   |       |

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**BLOCK PARTY: (If applicable)**

|                              |                                |       |                  |       |       |
|------------------------------|--------------------------------|-------|------------------|-------|-------|
| <b>STREET CLOSURE FROM*:</b> | TIME*                          | DATE* | THROUGH*         | TIME* | DATE* |
| <b>STREET TO BE CLOSED</b>   | MAP REQUIRED                   |       |                  |       |       |
| <b>EQUIPMENT REQUESTED</b>   | NUMBER OF BARRICADES NEEDED:   |       | NUMBER OF CONES: |       |       |
|                              | DROPOFF LOCATION OF EQUIPMENT: |       |                  |       |       |

**PARADE, RUN/WALK: (If applicable)**

|                                       |  |       |          |       |       |
|---------------------------------------|--|-------|----------|-------|-------|
| <b>STREET CLOSURE FROM*:</b>          | TIME*  | DATE* | THROUGH* | TIME* | DATE* |
| <b>ROUTE*</b>                         | PLEASE LIST THE ROUTE FOR YOUR EVENT <b>(MAP REQUIRED)</b>                 |       |          |       |       |
|                                       | _____  |       |          |       |       |
|                                       | _____  |       |          |       |       |
|                                       | _____  |       |          |       |       |
| <b>STAGING*</b><br><b>DISBANDING*</b> | PLEASE LIST STREETS TO BE USED:  |       |          |       |       |
| <b>PARTICIPANTS*</b>                  | ESTIMATED NUMBER OF PARTICIPANTS:  |       |          |       |       |
|                                       | ESTIMATED NUMBER(S) OF (IF APPLICABLE): ANIMALS _____ MOTOR VEHICLES _____ |       |          |       |       |
|                                       | MARCHING UNITS OR ORGANIZATIONS _____ MOTORIZED FLOATS _____               |       |          |       |       |

## City of Berea SPECIAL EVENT APPLICATION

### Other Information\*:

**Yes No**

- Do you plan to have either live or recorded music at your event?
- Will sound equipment be used for your event?
- Does your event plan to include fireworks, rockets, lasers, or other pyrotechnics?
- Will your event include the use of signs, banners, or special lighting?
- Will there be tents at your event?
- Does your event plan to include inflatables, hot air balloons, or similar devices?
- Does your event plan to include food trucks?
- Do you plan to request a waiver of fees incurred for city services? If so, please see instructions on page 5.

|   |  |
|---|--|
| <b>EVENT INSURANCE*</b><br>(If required)    | <b>_ (INITIAL):</b> By initialing here, the applicant/authorized agent understands that he/she is required to furnish event insurance. Event Insurance must be general liability coverage for not less than one million dollars (\$1,000,000.00) naming the <b>City of Berea as an additional insured and including a waiver of subrogation or waiver of right of recovery</b> for all event dates including set-up and operation. Please include this information in all insurance documentation.           |
| <b>INDEMNIFICATION*</b><br>(If required)    | <b>_ (INITIAL):</b> By initialing here, the applicant/authorized agent and any other persons on whose behalf the application is made must covenant and agree in writing that they will, jointly and severally, indemnify and hold the city harmless against liability for any and all claims, judgments and associated legal expenses and costs and for claims and litigation arising out of the special event including, but not limited to, those for damage to property or injury to or death of persons. |
| <b>EVENT NOTIFICATION*</b><br>(If required) | <b>____ EVENT NOTIFICATION (INITIAL):</b> By initialing here, the applicant/authorized agent understands that he/she may be required serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the director. <b>PLEASE NOTE: If your event space is located on private property, you must submit written approval/notification letters from the property owner to the City with this application.</b>                         |

\_\_\_\_ (INITIAL)\*: By initialing here, the applicant/authorized agent understands that this application in not considered complete unless all applicable questions have been answered and all attachments included as required by the City of Berea. Submission of a Special Event Application does not guarantee event approval; a final permit will not be issued until all approvals have been granted and all applicable requisites have been met as determined by the City.

I, \_\_\_\_\_, am the authorized agent for,  
(Print Applicant Name/Authorized Agent\*)

\_\_\_\_\_, and am capable of making decisions entering  
(Print Organization/Business Name\*)

Into any and all agreements on behalf of the above entity.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**Instructions and Explanation of Fees**

All applications for parades &/or Run/Walks are required to have a map provided with the application. After review of your application, applicant will be contacted about other possible requirements and fees incurred for city provided services, as explained below.

**Security/Traffic Control**

Any event that requires a city police officer to provide security &/or traffic control will be invoiced for the number of officers used at the overtime rate of each officer per three hour increment (Approximately \$150-\$200 per officer for each three hour increment). All fees invoiced will need to be paid before the permit will be issued.

**Fireworks**

Events that are approved to show fireworks will be invoiced for the time used by city fire personnel to inspect, observe, and supervise the display. The rate is calculated using the overtime rate per firefighter per three hour increment (Approximately \$200 per firefighter for each three hour increment). All fees invoiced are required to be paid before the permit will be issued.

**Waiver of fees**

In order to apply for a waiver of fees, your event must **substantially** benefit Berea residents or a Berea organization. There is no guarantee that your fees will be waived. You must submit a written appeal, addressed to the Mayor, and attach to this application. In your appeal, you must explain, in detail, why you believe that you deserve a waiver of fees. *If applicable, you must also provide proof of your 501c3 status by providing a copy of your determination letter from the IRS.*

Once the application is reviewed and pre-approved, the applicant will be contacted by phone or email with the costs associated with the event. If the applicant agrees to those terms, an invoice will be issued. Once payment is received, a permit will then be issued.

For questions, please call the Service Department at (440) 826-5816, or email [servicedept@cityofberea.org](mailto:servicedept@cityofberea.org).