

**CITY OF CLEVELAND
SPECIAL EVENT INFORMATION**

Please refer to Special Events Ordinance for definitions or specific regulations.

PROCESS

1. Applications should be submitted to the City of Cleveland no less than two months prior to, or more than one year prior to, the date of the event. Applications for events covered by the Special Events Ordinance should be submitted to the City of Cleveland.
2. Review by the City of Cleveland will take approximately thirty (30) days (depending on the size and nature of the event). During the review, requirements and costs for cleanup, restroom facilities, security, street closures, etc., will be determined. Our goal is to notify the applicant within thirty (30) days of submission of the application of the approval/denial of the application, and of any permit fees, requirements, or restrictions.
3. Once all fees are paid and the Certificate of Insurance (see attached insurance requirements) and Waiver of Liability form (attached) are submitted, a Special Event Permit will be issued, upon approval.
4. Applications are processed in order of receipt of completed applications. Use of a particular area is allocated in the order in which fully executed applications are received.

APPLICATION REQUIREMENTS

1. The sponsor of the special event must submit a completed application to the City of Cleveland. Applications will not be accepted less than two months prior to, or more than one year prior to, the date of the event. A non-refundable application fee of \$25.00 will be charged to cover the cost of processing. Other charges may be required for additional government services, and will be determined during the review of the application by the City of Cleveland. The City of Cleveland has the right to waive all fees.
2. A completed application includes all supporting data (maps, detailed plans, etc.) being completed and attached. Applicant must submit proposed maps to identify street closures, setups, routes of races/parades/walks, etc. as requested on the application. Street closure maps must clearly identify emergency vehicle clearance area (minimum fifteen (15) feet). A Department of Transportation permit must be obtained for all State Highway street closures. Applications cannot be processed without all supporting data.
3. Applicant must submit Certificate of Insurance and Waiver of Liability form prior to issuance of permit. To allow adequate time for notification to government departments that you have met all requirements to obtain a special events permit, we request that these items be submitted immediately following our notification to you of approval of your application.

INSURANCE REQUIREMENTS

All special events open to the public and permitted by the City of Cleveland *may* be required to meet the following insurance requirements:

- Sponsor must provide \$1,000,000 coverage per occurrence with an aggregate of \$2,000,000 (aggregate must apply per location and not nationally in the event of a national, multi-location festival or event). Insurance requirements may be increased due to the size and type of the event as deemed necessary by the City of Cleveland government;
- Sponsor must provide the City of Cleveland a copy of the certificate of insurance;
- Certificate of Insurance must clearly identify the event, not your organization, is covered;
- Certificate of Insurance must name the City of Cleveland as an additional insured;
- Certificate of Insurance must include a statement that the City of Cleveland will be provided thirty (30) days notice of cancellation;
- Insurance carrier must be an A minus 6 Best Rated Company (this can be verified through the Insurance Commissioner's Office @ 1-800-656-2298).