

Time Stamp:



Permit No. _____ - _____

Fountain Square Management Group LLC (FSMG) respects and honors the City of Cincinnati's obligation to maintain Fountain Square as a public forum that is open to the public pursuant to the constitutions of the United States and the State of Ohio. Approval, denial or inclusion of restrictions and/or special conditions of the event permit is based solely on Municipal Code Chapter 713, the City Manager's Rules, and Park Rules for Fountain Square.

Fountain Square Event Permit Application

Answer all questions and submit event permit application no less than 30 days prior to event.

Contact Information

Your Name

Organization (if applicable)

Address 1

Address 2

City

State and Zip

Phone: Day Evening

Mobile

Fax

E-mail

If you are producing this event on behalf of another organization(s), please list below:

Empty text box for listing other organizations.

If there are any co-producers, please list below:

Empty text box for listing co-producers.

Event Information

Event Name: _____

Provide a detailed description of the event below:

Large empty text box for event description.

Fundraiser Promote Regional Attraction or Event Introduce New Business or Product Other

Preferred Date(s)

Alternative Date(s)

PLEASE NOTE: Permits are issued on a first come, first served basis. You can apply one year in advance of the requested date(s). 10 day maximum per event. You must apply for separate permits for non-consecutive days.

Load In AM/PM Event Start AM/PM Event End AM/PM Load Out AM/PM

On-Site Person in Charge

On-Site Person's Mobile

Emergency Contact Person

Emergency Contact Phone

FOUNTAIN SQUARE

Estimated Attendance: _____

If estimated attendance is 3,000 or more, the following are required:

1. Special Events Permit issued by CPD Special Events Unit (513-352-4569)****This must be submitted 60 days prior to the event dates**
2. Liability Insurance (see Insurance section – insurance may be required if attendance is over 1,000)

Will the event be promoted? Yes _____ No _____

Handouts Posters Print Radio TV Web Other _____

Sponsors

Are sponsors involved? Yes _____ No _____

If yes, please list below:

Signage, Handouts and Sampling

Will there be sponsor visibility/signage? Yes _____ No _____

Will information, food, beverages, goods, or promotional materials be distributed? Yes _____ No _____

PLEASE NOTE:

- *Fountain Square is an exclusive Coke product venue. If you are serving beverages, they must be Coke products, including water. You may purchase cases through FSMG at a discounted rate.*
- *Giving away food or beverages does NOT require a permit from the Health Department; however, it is recommended you contact the Health Department at 513.564-1753.*

Sales

Will sales occur during your event? Yes _____ No _____

Food Beverage Merchandise Registration Fee Other _____

If yes to beverage, Fountain Square is an exclusive Coke product venue, therefore you must sell Coke products, including water. You may purchase cases through FSMG at a discounted rate.

If yes, please describe items below:

If yes, the following is required:

1. Samples of items one month prior to the event
2. Permit from the Health Department (513-564-1753) or (513-564-1751)
3. Liability Insurance (see Insurance section)

PLEASE NOTE: *Prepackaged food or beverages do NOT require a permit from the Health Department or liability insurance.*

Cooking or Open Flame

Will you be utilizing a grill, BBQ, or have an open flame (e.g., candles, fire pit, propane heater)? Yes _____ No _____

If yes, the following is required:

1. Permit from the CFD Event Planning Unit (513-263-8065) www.cincinnati-oh.gov/fire/safety-prevention/special-event-permits
2. Mats or tarps to protect the granite from grease. **NO EXCEPTIONS!**

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3. Liability Insurance (see Insurance section)

Alcohol

Will alcohol be sold during your event? Yes _____ No _____

If yes, the following is required:

1. Special Events Permit issued by CPD Special Events Unit (513-352-4569) - *this must be done no less than 60 days prior to the event.*
2. Liability Insurance (see Insurance section)

PLEASE NOTE: FSMG holds a liquor permit for the Square. It is not necessary to get one from the State.

Sound

Will there be amplified sound? Yes _____ No _____

- Pre-recorded Music Speaker/Presenter Singers/Acoustic Act Band

To request services from Fountain Square Management Group regarding PA rental, live video board production, etc., please use the Fountain Square Services Form. Full entertainment line-up is required upon application. All entertainment must be "Family Friendly", rated PG. No exceptions. ****If you choose to supply your own sound equipment, it must be approved by FSMG at least 14 days prior to the event and you must abide by the City's sound ordinances and levels.**

PLEASE NOTE: Amplified sound is permitted during the following times:

- Monday through Thursday – 11:30 AM to 1:30 PM and 4:45 PM to 10:15 PM
 - Friday – 11:30 AM to 1:30 PM and 4:45 PM to 1:00 AM
 - Saturday – 9:00 AM to 1:00 AM
 - Sunday – 9:00 AM to 10:00 PM
-

Utilities

Will you require utilities? Yes _____ No _____

- Water – Be sure to check if you need to fill buckets or barrels to weigh down structures and/or displays.
 Electricity – Be sure to bring your own extension cords.

Water

There are three hose bibs on the Square: One near the elevator pavilion, one in the east grove, and one in the west grove. The on-duty operations staff has a key to unlock the bibs and can provide a hose. Please do NOT draw water from the main basin of the fountain.

Electric

- There is a main power chase at the west stage with 3-phase power (208 volts) up to 400 amps via a company switch. There are also (2) 60A receptacles and (4) 120V receptacles for other power distribution.
- There are regular 120V receptacles at every tree location along each street under the tree grates
- There are regular 120V receptacles at every light pole base and at the top of the poles for festival lighting.

PLEASE NOTE: Extension cords and/or cables must be covered so they are not a trip hazard. Use cable ramps or mats. Do not use strong adhesives such as duct tape.

Security

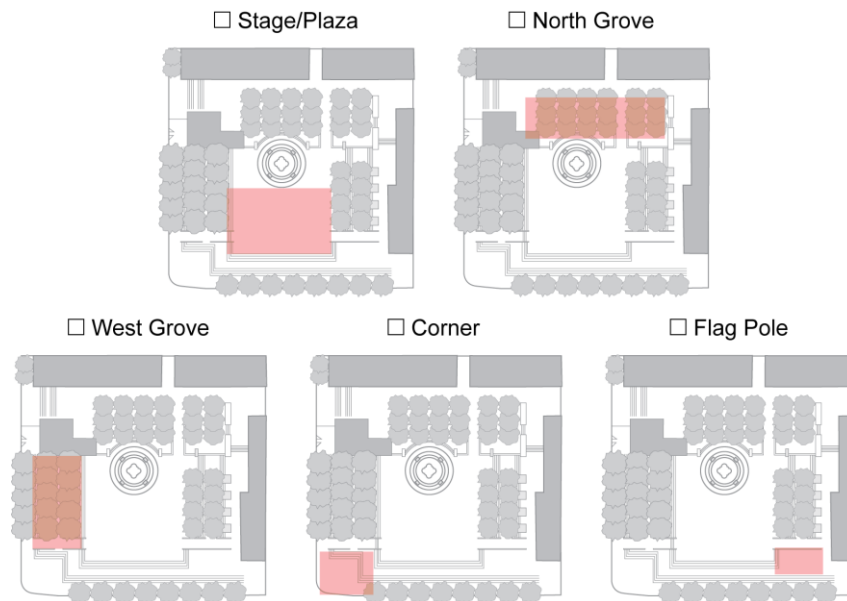
Will you have security needs for your event? Yes _____ No _____

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PLEASE NOTE: CPD Special Events Unit shall review all permits for security needs and will determine staff required. Fountain Square Management Group will invoice on behalf of the CPD. All costs associated with security shall be the responsibility of the event promoter. If an officer later appears in court for an arrest made while detailed to an event, the event promoter will pay for the officer's time in court.

Rental Area

Permit holder is required to rent an area(s) that is adequate for audience size, structures and/or equipment. The rental fee is based upon the area (e.g., Plaza, West Grove, etc.). Place a check next to the diagram(s) below:



PLEASE NOTE: From early October through mid-March, the Ice Rink takes up the entire plaza. Events must take place in the North or West Grove.

Is this a Public or Private event? Public _____ Private _____

PLEASE NOTE: Private events are events that are not open to the general public; however, the area outside the Rental Area will remain open to the public.

Structures and Equipment

Please list **structures**, displays, signage and/or props to be brought on-site by permit holder for event, including load-in and load-out:

PLEASE NOTE: Structures require engineered drawings and a stamped submission. Additionally, you will be required to hold Liability Insurance, and name the City of Cincinnati, 3CDC, Fountain Square LLC and Fountain Square Management Group LLC as additional insureds.

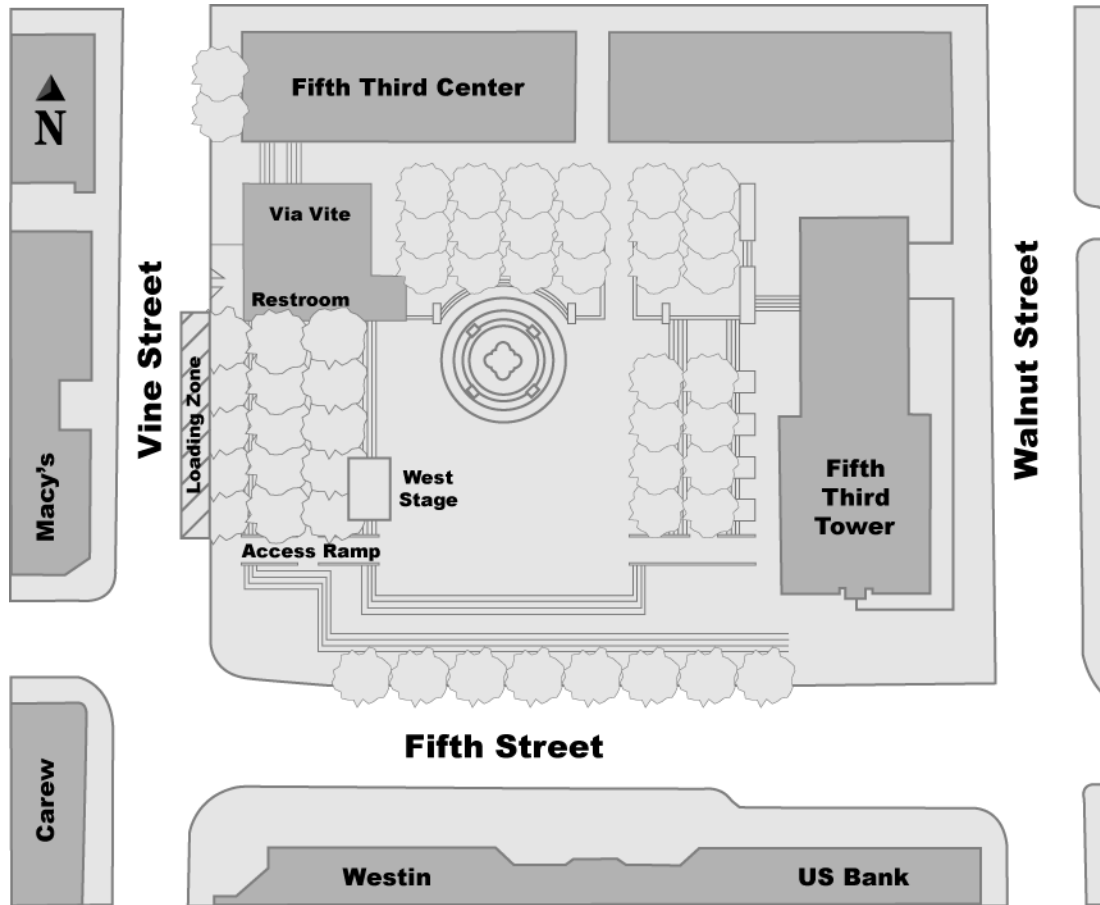
Please provide a detailed listing of the type of **equipment** that you intend to use during the course of the event or in preparation for the event, including but not limited to: sound amplification equipment, lighting equipment, construction equipment, motor vehicles, poles, sticks, tents, booths, temporary seating:

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Anything beyond tables, chairs, 10'x10' pop-up tents, etc., will require the following:

1. Permit from Building and Inspections (513-352-4793)
2. Liability Insurance (see Insurance section)

Use the diagram below to indicate where structures and equipment will be located (1" = 100').



PLEASE NOTE: Nothing can be placed in, on, or within 20 feet of the Tyler Davidson Fountain. The Fountain, railings, and poles cannot be used as tie-downs. ADA, Restroom, Sidewalk, and Tenant access must be maintained.

Loading Zone and Vehicles on the Square

If you require **vehicles in the Fountain Square Loading Zone** (limit 1), please indicate vehicle type (e.g., car, SUV, van, pickup truck, truck or semi) and if you are pulling any kind of trailer:

Vehicle 1: _____

If you require **vehicles on the Plaza during an event**, please indicate vehicle type (e.g., car, SUV, van, pickup truck, truck or semi) and if you are pulling any kind of trailer:

Vehicle 1: _____ Vehicle 2: _____ Vehicle 3: _____

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PLEASE NOTE: All event vehicles must display a dated vehicle permit approved and provided by Fountain Square Management Group in the front windshield for the duration of the event and adhere to the following guidelines:

- Vehicles must enter/exit the plaza using the ramp on Vine Street.
- Any vehicle that parks on the granite must provide and place a drip pan underneath. **NO EXCEPTIONS!**
- Vehicles on the plaza for loading/unloading cannot be on the plaza during an event.
- Vehicles on the plaza during an event cannot leave the event site until the event is over.

Live Loads

The ramps, plaza, and corner of Fifth and Vine have live loads of 250 PSF. All other areas are 100 PSF.

Insurance

Commercial Liability Insurance provided by a Primary Commercial Liability or in combination with a Commercial Umbrella Liability policy in the minimum amount of \$500,000 for Bodily Injury or Property Damage Liability Combined will be required to be purchased by the permit holder if any of the following apply to the proposed event:

1. Anticipated attendance of 3,000 or more
2. Sale of alcohol
3. Pyrotechnics or use of open flame
4. Use of a large structure or machinery
5. Erection of a large display or exhibit
6. Sale or distribution of food or beverages which are not pre-packaged
7. Competitive events or activities of a strenuous physical nature

Other activities and circumstances (including a much larger than anticipated attendance or more hazardous exposure to those attending) may warrant the above requirement as well as higher required minimum Commercial Liability limits to provide higher limits of protection to those who will be attending the Event. This will be done in accordance with the custom and usual practices of the Insurance Industry. The permit holder shall be informed accordingly.

If the permit holder is an individual, he or she must provide a Certificate of Insurance evidencing proof of a "Special Event Policy" or a Certificate acknowledging that Personal Homeowners Liability and Personal Umbrella Liability Policy will respond to claims presented as a result of an incident on the Square and that all Additional Insureds will be covered under both those same Personal Liability policies and named on the Certificate of Insurance.

Additional Insured Requirements

The City of Cincinnati, 3CDC, Fountain Square LLC and Fountain Square Management Group LLC must be named as additional insureds under all the above liability policies (excluding Workers' Compensation). All insurance policies must include a "Waiver of Subrogation" endorsement in favor of all additional insureds listed above.

Contractor/Vendor/Entertainment Liability

If Applicant contracts with any outside firm that will be on Fountain Square, then proof of permit holder's contracted Vendors/Contractors/Entertainment firms Ohio Workers Compensation and Certificates of Insurance evidencing that all the outlined coverage is in force must be on file prior to them occupying the Square.

Proof of Liquor Liability

If alcohol is to be served, then a Certificate of Insurance must also be submitted. Permit holder must have a minimum of \$1,000,000 Liquor Liability Coverage in addition to all other coverage outlined in this document. Naming of Additional Insured must be evidenced on the Certificate.

Sporting Events

If your event involves sports or athletic activity (e.g., tennis, skateboarding, etc.), permit holder must have Sports insurance. In addition, participants must sign waivers (FSMG can provide a sample waiver) and wear appropriate safety gear (e.g., helmet, pads, etc.).

If available, please attach Certificate of Liability Insurance to this application.



Insurance Information (if applicable)

Insurance Provider	Insurance Agent
Insurance Agent Phone	Insurance Agent Email

Fees

Application Fee: \$10.00 per application

The application fee is required with every application, is non-refundable, and cannot be waived.

Rental Fee	<i>Public (per day)</i>	<i>Private (per day)</i>
Corner or Flag Pole	\$100.00	\$1,000.00
North Grove or West Grove	\$100.00	\$1,000.00
Plaza	\$250.00	\$2,500.00
More than one area	\$500.00	\$5,000.00

Request for Rental Fee Waiver

If you are a Cincinnati government agency, Cincinnati civic organization, non-profit organization, or your event is *de minimis* (of little impact), you may check the box below to request that your rental fee be waived. Private events – events that are not open to the general public – must pay the rental fee.

I request that the rental fee be waived. Reason: _____

Utilities

- Water: \$50 x _____ days = _____
- Electric: \$50 x _____ days = _____

Permit Total (Application Fee + Rental Fee (if applicable) + Utilities): _____

PLEASE NOTE: This permit total DOES NOT include additional services provided by Fountain Square Management Group such as PA rental, stage rental, tent rental, live video board production, etc. **Depending on the scale of your event a Site Manager and/or Labor fees for rental set-up may be required, costs may incur.**

Additional Charges and Penalties

The permit holder, its authorized representatives, and/or co-promoters cited in the approved application will be held financially and legally responsible for all expenses incurred by the event including, but not limited to:

- Storage fees for items left on-site pre and post event.
- Cleaning or damage assessments as a result of permit holder's action/event.
- Damages are calculated at \$50 per man-hour plus the cost to repair or replace the item.
- Legal fees

If any invoiced charges are unpaid, the permit holder may forfeit the use of Fountain Square for future events.

Method of Payment

Visa or Master Card

Credit Card Number: _____
Expiration Date: _____
Security Code: _____
Name on Card: _____
Billing Address: _____
Billing City, State and Zip: _____

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Check

Please make payable to City of Cincinnati. If check is returned from the bank for any reason, you will be charged a \$30 check return fee along with amount of the check. You will be required to pay this amount with either a certified check or a credit card.

Signature

I have read and understand the City of Cincinnati Municipal Code Chapter 713, the City Manager's Rules, and Park Rules for Fountain Square. Falsification and/or misrepresentation in completing this application may result in rate adjustment or revocation of the Fountain Square Event Permit. I also understand violating any of the above policies, procedures, or any other rules and requirements of Fountain Square, may result in the Fountain Square Event Permit being revoked, and I may forfeit future use of the Square. Finally, I will immediately notify Fountain Square Management Group of any changes to the above information.

Signature of Applicant or Authorized Representative

Date

The Process

An application is considered complete when: 1) it is signed; 2) payment is enclosed for application, Square rental, and utility fees; and 3) all 8 pages are present. Submitting an application does NOT mean the date is reserved.

1. Once you have completed the application, you may:
 - a. Fax it to 513.621.5900
 - b. Mail it to Fountain Square Management Group, 1203 Walnut St. 4th fl, Cincinnati, OH 45202
 - c. Hand deliver it to 1203 Walnut St. 4th fl, Cincinnati, OH 45202 Monday through Friday between 9 A.M. and 5 P.M. (excluding national holidays)
2. If you are not paying by credit card, be sure to include a check (Application Fee + Rental Fee (if applicable) + Utilities) made payable to the City of Cincinnati.
3. If you need services (e.g., PA rental, live video board production, etc.), please use the Fountain Square Services Form located appended to this application.
4. You will be notified of your application status within 10 business days from receipt.
5. It is the permit holder's responsibility to comply with all City, County and State requirements. All permits and/or inspections are the permit holder's responsibility to acquire at the permit holder's expense. Permit holder must provide to Fountain Square Management Group copies of all other permits issued prior to receiving the Fountain Square Permit.
6. **Approval of this application does not indicate approval of permits issued by other agencies.**
7. Upon approval of the application, permit holder must provide applicable insurance (e.g., Certificate of Insurance) and permits. If the application is submitted less than 30 days of the event or is spontaneous, all applicable insurance and permits are due immediately.
8. The on-site person in charge must have all event-related permits in their possession during the event (including load-in and load-out) for on-site event authorization.

Cancellations

Cancellations for all events must be received at least 30 days in advance of the event to qualify for a full refund of the rental/utility fees. If cancellation occurs less than 30 days prior to the date of the event, ½ of the rental/utility fees shall be forfeited. If the cancellation occurs 10 days or less prior to the date of the event, all of the rental/utility fees shall be forfeited. For the policy regarding canceled services, please see the Services Menu appended to this application.

Office Use Only

Reserved Approved Not Approved (Reason):

Signature

Date

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Addendum: Fountain Square Services Menu

Stage Rental: \$100 per hour

Fountain Square boasts a new 36'x24' stage that is covered and has an LED lighting system.

Built-In Sound System Rental: \$50 per hour

The built-in sound system is ideal for announcements or even small acoustic performances. Included in the cost is a small mixer with four (4) inputs and up to two (2) wired mics with stands. If you prefer a wireless mic, please specify wireless. If recorded music is to be played, client will provide music on CD or .mp3 player (such as an iPod). If multiple tracks are to be played, client will provide a written run of show with track numbers clearly marked.

Full PA Rental: \$100 per hour

The PA is used for performances by live musical acts. You are not required to use our PA, but a third-party PA may not be flown from the truss.

Sound Engineer: See hourly rates below:

4-hour event (minimum):	\$375
5-hour event:	\$450
6-8 hour event:	\$525
Over 8 hours:	\$525 + \$85 per hour over 8

If you use our PA, you must use our sound engineer. Sound engineer arrives two hours before show start. Earlier call times are billed at \$85 per hour.

Live Camera Projection on the Video Board: \$100 per hour

The video board adds a unique dimension to any event. With the video board, your event can have live camera projected onto the LED board to amplify the action on the square.

- If good close-ups are important, we recommend adding our handheld camera for an additional **\$25 per hour**.
- For more complex events that require third parties to 'plug in', or professional recording please contact us for a quote.

Delivery: Client will deliver a written program schedule of what live camera content should be covered to Fountain Square Management at least **14 days** prior to your event.

A/V Tech: \$60 per hour (two hour minimum)

The number of A/V techs and the hours they work will be determined by the services ordered (e.g., stage, PA, video, etc.), load-in time, event duration, and load-out time. (Additional Audio tech required per additional band).

Alcohol Package: Please contact for a quote

Camera riser: \$150

10' x 10' Pop-up Tents (includes weight bags. no sidewalls): \$75 each

Sandbags/weights: \$5 each

Pop-up tents must be weighted. Customers may supply their own weights or rent from us.

Pop-up tent sidewall (10'x10' section): \$5 each

8' by 30" tables: \$15 each

Includes setup. You are advised to supply your own table cloths or covers.

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Folding chairs: \$1 each

Cable mats: \$10 each

Cords & cables that cross pedestrian paths must be covered. Customers may bring their own or rent from us.

Extension cord and/or power strip: \$10 each

Drip mats (required under any vehicle on plaza): \$10 each

Ice (22 lb. bag): \$5 each

Barricades (7'): \$5 each

Trash receptacles: \$5 each

Plaza Setup, Breakdown & Cleaning

Most events require some labor. Contact us for a quote at 513-977-8057.

Security

Please contact us for a quote at 513-977-8057.

Parking/Storage

We do not provide free or discounted parking for events or on-site storage.

Ice & Beverages

Fountain Square has 22lb bags of ice available for \$5 per bag. Fountain Square has an exclusive agreement with Coca Cola that all vendors must abide by. A vendor can sell this product when Fountain Square Management is not but must place an order with Andi Schultes (501-472-5324) no later than 14 days prior to event date.

Labor

Depending on the scale of your event a Site Manager and/or Labor fees for rental set-up may be required.

FOUNTAIN SQUARE

2015 Fountain Square Services Order Form (Please fill out as thoroughly as possible)

Name of Event _____ Date _____ Load-in time _____ AM/PM

Event hours _____ AM/PM - _____ AM/PM Load-out Complete _____ AM/PM

- Stage*: \$100 x _____ hours = _____
- Live Video Board*: \$100 x _____ hours = _____ (For live projection only. No pre-recorded content)
 - Video Tech/Switcher : \$60 x _____ # of Video Techs x _____ hours = _____
 - Handheld camera: \$25 x _____ hours = _____
 - Camera riser*: \$150 _____
 - Personal 5 minute message: \$100 _____ AM/PM - _____ AM/PM
- Built-in sound system (No live music/performances) *: \$50 x _____ hours = _____
 - Audio Tech (4hr minimum) : \$60 x _____ # of Audio Techs x _____ hours = _____
- Full PA*: \$100 x _____ hours = _____
 - Sound Engineer (4 hour minimum) : hours = _____ x 1 SE = _____
 - Audio Tech (4hr minimum) : \$60 x _____ # of Audio Techs x _____ hours = _____
- Alcohol Package: (requires estimate quote): \$ _____

Rentals

- 10'x10' pop-up tent*: \$75 x _____ quantity = _____
 - Pop-up tent sidewall (10'x10' section)*: \$5 x _____ quantity = _____
 - Sandbags/weights*: \$5 x _____ quantity = _____
- 8' by 30" tables*: \$15 x _____ quantity = _____
- Folding chairs*: \$1 x _____ quantity = _____
- Cable mat, extension cord, power strip, or drip mat*: \$10 x _____ quantity = _____
- 22lb Bag of ice*: \$5 x _____ quantity = _____
- Barricades*: \$5 x _____ quantity = _____
- Trash receptacles*: \$5 x _____ quantity = _____
- Labor: Event setup, breakdown & cleaning (requires estimate quote): _____
- Site Manager (requires estimate quote): \$25 x _____ AM/PM - _____ AM/PM = _____
- Security (CPD) # of CPD _____ x _____ hours = _____
- 7% Tax (charged on all items indicated with an asterisk) _____
- Coordination Fee (15% of all services): _____ = Total: _____



Payment for Services

Circle card type: **Visa** **MasterCard** **American Express**

Credit Card Number: _____

Expiration Date: _____

Security Code*: _____ (3-digit code on back of MC/Visa or 4-digit code on front of AmEx)

Name on Card: _____

Billing Address: _____

Billing City, State and Zip: _____

You must provide a credit card number to reserve services. If payment is not received by check 14 business days prior to the event, estimated charges will be put on your credit card. If your card is declined, services will be cancelled.

Check

Made payable to Fountain Square Management

Once you have completed this form, you may:

- Fax it to 513.621.5900
- Mail it to 3CDC, 1203 Walnut St 4th Fl, Cincinnati, OH 45202
- Hand deliver it to 1203 Walnut St 4th Fl, Cincinnati, OH 45202 Monday through Friday between 9 A.M. and 5 P.M. (excluding national holidays)

Payment for services must be made in full at least 14 business days prior to the event.

Changes

- Changes to services within three business days of an event are subject to a change fee.

Cancellation of Services

- Cancellation of services must be received at least 24 hours prior to the start of the event to qualify for a full refund of service fees.
- If cancellation occurs less than 24 and more than 4 hours prior to the start of the event, 50% of service fees will be refunded, less any actual costs already incurred by FSQ
- If cancellation occurs less than 4 hours prior to the start of the event, service fees will not be refunded.
- To cancel, the event organizer should directly contact a representative of Washington Park Management Group either by live phone call (not a voice mail) or by email or text that is received and acknowledged.