



**Staffing**

All events require a Site Manager which will be billed separately from the permit fee at \$25/hour from load in to load out. Additional staffing required for your event will be determined by the Fountain Square Event Coordinator and billed to the Permit Holder.

**Application and Permit Fees**

**Application Fee: \$10.00 per application** - Required with every application, is non-refundable, and cannot be waived.

**Rental Fees**

	<u>Public (per day)</u>	<u>Private or Ticketed (per day)</u>
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

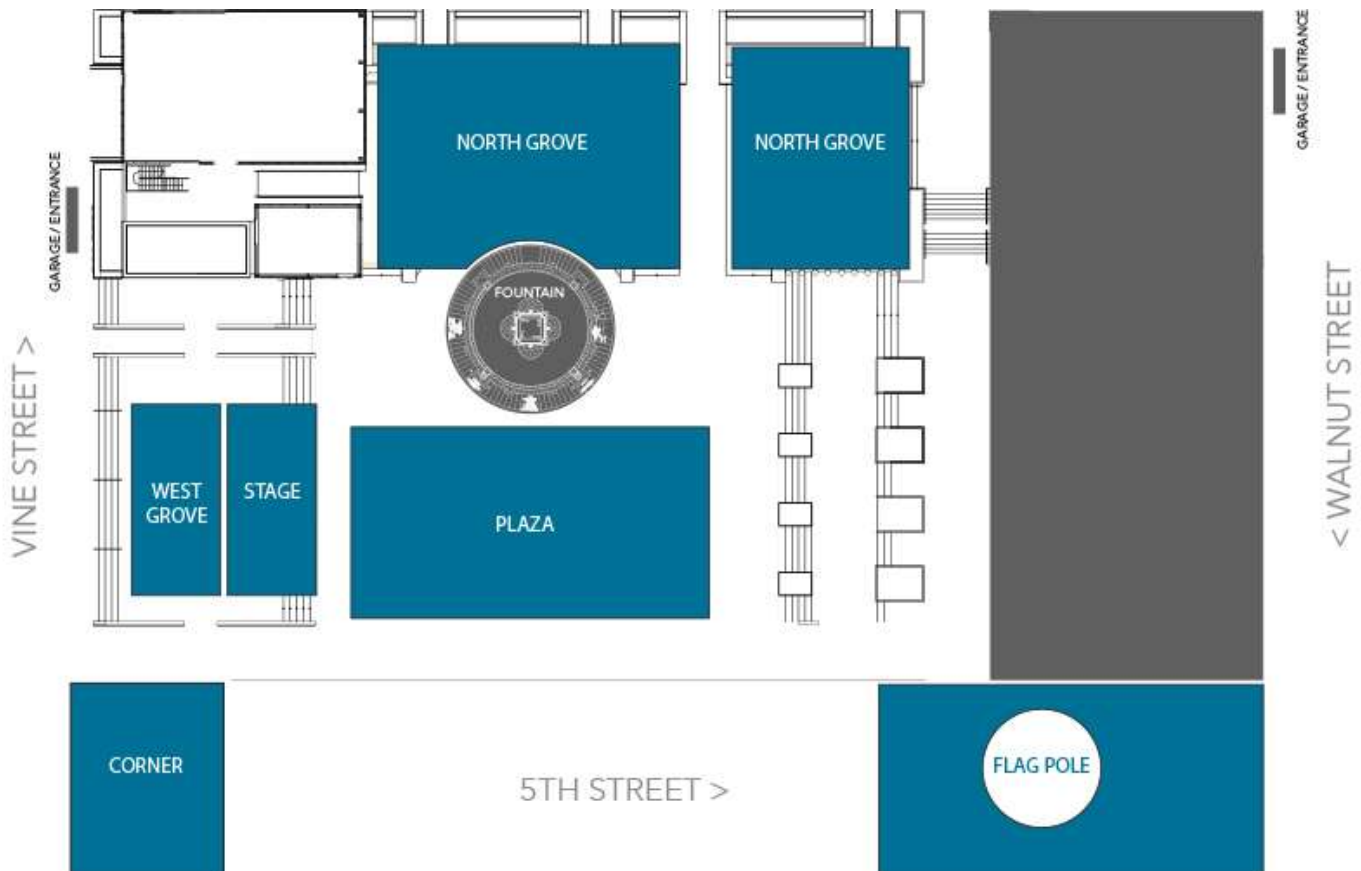
**Request for Rental Fee Waiver**

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.

I request that the rental fee be waived. Reason: \_\_\_\_\_

**Rental Area**

Permit holder is required to rent an area(s) that is adequate for audience size, structures and/or equipment.



Place a check mark next to the area you are requesting to permit below:

- Plaza     North Grove     West Grove     Corner     Flag Pole

From early October through mid-February, the Ice Rink takes up the entire plaza.

### **Structures and Equipment**

Do you plan to have tents at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Fountain Square Event Coordinator must approve final placement of all structures.

Please provide a detailed listing of the type of **equipment** that you intend to use during 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, and temporary seating:

**PLEASE NOTE:** *If you are installing a tent, stage, or building any structure, please call the Department of Buildings and Inspections for permit requirements at 513-352-3313.*

### **Beverage**

Will beverage sales occur during your event? Yes \_\_\_\_\_ No \_\_\_\_\_

Fountain Square holds a liquor license. If you would like to include alcohol sales at your event, sales must be conducted through the Fountain Square license and served by Fountain Square staff. No exceptions. Please discuss alcohol packages with Fountain Square Event Coordinator.

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

### **Food**

Fountain Square permit holders are required to agree and abide by the following fees and rules if inviting food vendors to participate in their event.

Will food sales occur during your event? Yes \_\_\_\_\_ No \_\_\_\_\_

- If yes, how many booths or vendors? \_\_\_\_\_
- Number of Tented Booths/ Vendors: \_\_\_\_\_ Number of Food Trucks: \_\_\_\_\_

### **Food Booth/Vendor Fees**

Permit holder agrees to pay \$100 per tented food booth/vendor using a 10x10' space, this fee includes the following:

- 10x10 tent with sandbags
- Ground covering (15x15')

Additional charges will apply:

- If booth/vendor requires two 10x10 tents and a 25x15' ground covering, an additional \$50 charge will be applied
- Multi-day events: \$25 per booth/vendor for each additional day

## Fountain Square Permit Application

Permit holder agrees to pay \$75 per food truck (approx. 15' long), this fee includes the following:

- Ground covering (15x15')
  - Truck needs to entirely fit on ground covering

Additional charges will apply:

- If truck is larger than 15', additional charges may apply
- Multi-day events: \$25 per vendor for each additional day

### Health Department

Food vendors will be required to obtain the appropriate food service license from the Cincinnati Health Department. Permit Holder is responsible for collecting current, completed, and signed licenses from all food vendors prior to the event.

It is also your responsibility to read and follow the Health Department requirements for food service. Vendor booths may be inspected by the Health Department before and during the event. Failure to follow the Health Department guidelines may result in vendor booth being closed, fines, and possible event expulsion.

### Fire Department

Permit Holder is responsible for obtaining a Temporary Food Service Permit for/from each booth/vendor as required by the Cincinnati Fire Department. Vendor booths may be inspected by the Fire Department before and during the event.

Permit Holder will pay all costs associated with any Fire Safety or Life Safety monitors as deemed necessary by CFD. Permit Holder will be billed by Fountain Square for these costs via the Event Services Estimate.

Permit available on their website: <https://www.cincinnati-oh.gov/fire/safety-prevention/special-event-permits/>

### Cleaning Fees and Grease Disposal

The Hermit Holder will be held financially responsible for all expenses incurred by the event including cleaning fees caused by any participating food vendors. Fees must be paid immediately, or Fountain Square can charge the cleaning fee to the credit card on file. Non-compliance will result in a report of damages to the City of Cincinnati and may result in the permit being revoked and forfeit future use of all Fountain Square managed spaces.

All grease must be REMOVED from event space and disposed of properly. If vendors dump used cooking oil or grease at the space, permit holder will be responsible for damages and replacement.

### Sound

Will there be amplified sound? Yes \_\_\_\_\_ No \_\_\_\_\_

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

See Labor and Services Menu for information on renting Fountain Square sound equipment and arranging staff. You are not required to use Fountain Square sound equipment. However, the following rules apply: a third-party PA may not be flown from the truss and the Fountain Square PA will not be removed, Fountain Square staff will not operate the third-party system, you must submit a full spec sheet of your equipment at least a week prior to your event and you must also abide by the City of Cincinnati sound ordinances. A representative from Fountain Square will be on site monitoring the production and will have final say of the noise levels.

Full entertainment line-up is required within 7 days of the event. All entertainment must be "Family Friendly". No exceptions.

**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 10:00 PM
- Friday – 11:30 AM to 1:30 PM and 4:45 PM to 11:00 PM
- Saturday – 9:00 AM to 11:00 PM
- Sunday – 9:00 AM to 10:00 PM

**Utilities**

Will you require utilities? Yes \_\_\_\_\_ No \_\_\_\_\_

Please check all that apply:

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. Ground fault protection is required.

**Utility Fee**

Water: \$50 x \_\_\_\_\_ days = \_\_\_\_\_

Electric: \$50 x \_\_\_\_\_ days = \_\_\_\_\_

**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 are regular 120V receptacles distributed throughout the event site. Please have a list of your power needs available including amperage per piece of equipment.

**Generator**

Will a generator be used at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who is your electrical contractor? Name: \_\_\_\_\_ Contact info: \_\_\_\_\_

Permit holder is responsible for coordination, load in, set up, operation, refueling, load out of their generator and payment for any generator used at the event. Extension cords and/or cables must be covered by cable ramps or mats so they are not a trip hazard. Do not use strong adhesives such as duct tape. Temporary electrical wiring will need to be inspected by the Inspection Bureau Incorporated (IBI).

**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: \_\_\_\_\_

**PLEASE NOTE:** All event vehicles must display a dated vehicle permit approved and provided by Fountain Square 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 with the assistance of Fountain Square staff.
- Any vehicle that parks on the granite must provide and place a drip pan underneath. **NO EXCEPTIONS! Permit Holder will be billed for any cleaning fees resulting from grease or oil drips.**
- 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.

## ***Insurance Requirements***

Commercial Liability Insurance provided by a Primary Commercial Liability policy or in combination with a Commercial Umbrella Liability policy in the minimum amount of \$1,000,000 per occurrence for Bodily Injury, \$1,000,000 per occurrence for Property Damage, \$2,000,000 General Aggregate that applies on a per location basis and \$5,000 each person for medical expenses is required to be purchased by the Permit Holder for all proposed events at Fountain Square.

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 in 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, Cincinnati Center City Development Corporation, Fountain Square Management Group LLC, Fountain Square LLC, and Cincinnati Park Board must be named as additional insureds under all the above liability policies. All insurance policies must include a "Waiver of Subrogation" endorsement in favor of all additional insureds listed above. All insurance policies Additional Insured status should be on a Primary and Non-Contributory basis.

## **Contractor/Vendor/Entertainment Liability**

If Applicant contracts with any outside firm that will be onsite at Fountain Square, 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 Fountain Square.

## **Sporting Events**

If your event involves sports or athletic activity (e.g., soccer, kickball, etc.), permit holder must have Sports insurance or a Commercial General Liability coverage that does not have any "athletic exclusions". In addition, participants must sign waivers (Fountain Square can provide a sample waiver) and wear appropriate safety gear (e.g., helmet, pads, etc.). Permit holder must have a minimum \$1,000,000 Sports Event Liability Coverage in addition to all other coverage outlined in the document. Naming of Additional Insureds must be evidenced on the Certificate of Insurance, as well as a Waiver of Subrogation in favor of the above listed Additional Insureds.

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

## ***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 because 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.

## ***Cancellations***

Cancellations must be received at least 30 days in advance of the scheduled 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 rental/utility fees shall be forfeited.



