Time Stamp:

Permit No. _____ - _____

Event Permit Application

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 are based solely on Municipal Code Chapter 713, the City Manager's Rules, and Park Rules for Fountain Square. Please answer the following questions and submit event permit application ("Application") no less than 14 days prior to event.

Contact Information

Name

Organization (if applicable)

Address 1

Address 2

City, State, Zip

E-Mail

Phone: ☐ Day ☐ Evening

Mobile

If you are producing this event on behalf of another organization(s) or if there are any co-producers, please list them below:

Event Information

Event Name: _____

Provide a detailed description of the event below:

Preferred Date(s)

Alternative Date(s)

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

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

Estimated Attendance: _____

If estimated attendance is 3,000 or more, you are required to obtain a Special Events Permit issued by the Cincinnati Police Department's Special Events Unit.

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

A Public event is defined as one the public is welcome to attend free of charge. A Private event is defined as one not open to the public and requires an admission fee or invitation. Areas not included in the permit will remain open to the public. If you have questions regarding whether your event would be considered public or private, please contact the Fountain Square Event Coordinator.

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

	Public (per day)	Private or Ticketed (per day)
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 with 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

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 for Bodily Injury or Property Damage Liability Combined and a minimum of $2,000,000 General Aggregate 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 Park 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 Management Group LLC, Fountain Square LLC, and Cincinnati Park Board 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. 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 Insured must be evidenced on the Certificate 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.

Signature

I have read and understand the City of Cincinnati Municipal Code Chapter 713, the City Manager's Rules, and 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 Fountain Square. Finally, I will immediately notify Fountain Square Event Coordinator of any changes to the above information.

_____ _____
Signature of Applicant or Authorized Representative Date

Office Use Only

□ Approved □ Not Approved (Reason):

_____ _____
Signature of Fountain Square Event Coordinator Date

Payment

Application Fee: $_____ Rental Fee: $_____ Utilities: $_____

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

Method of Payment

Credit Card (We accept Visa, MasterCard or 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: _____

Check

Please make payable to Treasurer, 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.

The Process

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

1. Once you have completed the application, you may:
   a. Email to Fountain Square Events Coordinator, Andrea Saunders, asaunders@3cdc.org
   b. Mail to Fountain Square Offices at 1203 Walnut St 4th Floor, Cincinnati, OH 45202
2. If you are not paying by credit card, be sure to include a check for Application Fee + Rental Fee + Utilities payable to the City of Cincinnati.
3. You will be notified of your application status within 10 business days from receipt.
4. 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 copies of all other permits issued prior to receiving the Fountain Square Permit.
5. **Approval of this application does not indicate approval of permits issued by other agencies.**
6. 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 prior to the event or is spontaneous, all applicable insurance and permits are due immediately.
7. 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.

Last Rev. 1/23/18

Labor and Services Menu

Labor

Site Manager: 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 per event will be determined by the Fountain Square Event Coordinator and billed to the client.

Operations Staff: Most events require some labor for setup, maintaining cleanliness and enforcing rules during the event, and then breakdown and cleaning to restore Fountain Square back to normal operations post-event. The need for additional labor will be determined by Fountain Square Event Coordinator.

Security Staff: The need for security staff is determined per event by the Fountain Square Event Coordinator.

Sound Techs: The number of sound techs, hourly rate, and the hours they work will be determined by the services ordered, type of show (band, number of acts, announcements, etc.), load-in time, sound check, event duration, and load-out time.

Alcohol Package: Custom quote per event will include staffing and bar setup.

Rentals

Stage Rental: $100 per hour - 36'x24' covered stage

Basic Package - Portable or Built in Sound System Rental: $50 per hour
The portable sound system is ideal for announcements or even small acoustic performances. Included in the cost is a small mixer and up to two wired mics with stands. Only Fountain Square A/V staff may operate the equipment and additional charges for sound techs apply.

Deluxe Package - Full PA Rental: $100 per hour
The PA is used for performances by live musical acts. Only Fountain Square A/V staff may operate the equipment and additional charges for sound techs apply. System specs are available upon request.

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.

Bistro tables: $10 each - Includes setup, if desired, you can supply your own table cloths or covers.

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

Ice (22 lb. bag): $5 each

Barricades (7'): $5 each

Trash receptacles: $5 each

Parking/Storage - We do not provide free or discounted parking for events or on-site storage. If you would like to pre- pay for parking for guests of your event or have any questions regarding the Fountain Square Parking Garage, please contact us.

Beverages - Fountain Square has an exclusive agreement with Coca Cola that all events and vendors must abide by. You can purchase product from Fountain Square.