



# City of Fairborn Special Event Application

In compliance with section 321 of the Codified Ordinances of the City of Fairborn, Ohio, no person shall conduct or participate in a parade or block any portion of a thoroughfare without first obtaining a permit from the City Manager. The following application must be completed for all special events, parades, block parties or other street blockages.

Event Title \_\_\_\_\_

Event Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Event Starts Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Event Ends Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Event Dismantle Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rain Date \_\_\_\_\_

Event Location \_\_\_\_\_  
(Parades- list exact route) \_\_\_\_\_  
\_\_\_\_\_

If using a park, facility/facilities have been reserved.  
 Yes  No  
Payment has been made for facility/facilities.  
 Yes  No

**NOTE: If reserving the Community Park Amphitheater, you must also reserve Shelter 3 and the Atherton Shelter**

Event Purpose Is this a charity event?  Yes  No  
Charity Name/Contact Information \_\_\_\_\_  
\_\_\_\_\_

Event Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Admission Is the event free and open to the public?  Yes  No  
If no, list cost of admission \_\_\_\_\_

Event Category  Athletic/Recreation  Carnival  
 Concert Performance  Exhibit/Miscellaneous  
 Festival/Celebration  Neighborhood Block Party  
 Parade/Procession/March

Estimated Attendance Total \_\_\_\_\_

Estimated Participants Total: \_\_\_\_\_

**Host Organization**

Is the organization a not-for-profit (501C) entity?  Yes  No  
Is this an annual event?  Yes  No

**Contact**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Additional Contact**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Insurance Coverage**

Organizations are required to possess liability insurance naming the City of Fairborn as an additional insured in the amount of \$1,000,000. Does your organization have liability insurance?  Yes  No

**Concessions**

Will food, beverage, or other concessions be available?  Yes  No  
Will food and beverage vendors be charged a fee?  Yes  No  
*(All food vendors must certified by the health department)*

**Parking**

Explain how parking will be handled: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number and location of ADA compliant parking spaces: \_\_\_\_\_  
Will any vehicles remain on the site overnight?  Yes  No

**Entertainment**

Will the event feature musical entertainment?  Yes  No  
If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check, and performance schedules:

Number of Stages: \_\_\_\_\_  
Number of Performers/Bands: \_\_\_\_\_  
Performer/Band name and type of music: \_\_\_\_\_  
Sound check start time: \_\_\_\_\_ Sound check finish time: \_\_\_\_\_

Will a DJ play pre-recorded music:  Yes  No

**Security**

Explain how event security will be handled: \_\_\_\_\_  
\_\_\_\_\_

Requesting Fairborn Police security assistance  Yes  No  
Licensed professional security company  Yes  No  
If yes, list company: \_\_\_\_\_

**First Aid** Please describe how medical care will be supplied if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request Fairborn Fire Department paramedic assistance for the event  
 Yes  No

**Utilities** Does the event require the use of electric?  Yes  No  
If yes, how much electricity is required? \_\_\_\_\_

**Restroom Facilities** Will additional portable restrooms be brought in for the event?  
 Yes  No  
If yes, list sanitation company: \_\_\_\_\_  
Number of ADA compliant port-o-lets: \_\_\_\_\_  
Port-o-let delivery date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**Sanitation** Describe your plan for cleanup and removal of garbage during and after the event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signage** Does the event have special promotional signage?  Yes  No  
If yes, a temporary sign permit must be obtained from the Building Inspection Division.

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**Applicant Verification** I certify that the event will be open to all citizens and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age, sexual orientation or physical impairment.

- Person (s) conducting the special event, parade, or blocking off the street assumes in writing the obligation of paying the costs to the municipal corporation for supervising and directing such parade or blocking off the street, which may include the cost of Police or Fire personnel, Service Department personnel, or any other municipal corporation personnel. The applicant shall provide evidence of the ability to pay such costs.
- I further certify that this is a non-profit event and no individual (s) will financially gain as a result of this event.
- I agree to obtain the required liability insurance and to secure all necessary city, county, or state permits and licenses.
- I further certify the facts contained in this application are accurate.
- **I have attached a copy of my organizations non-profit certificate to this application as well as a diagram of the event set-up.**

Organization \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**For Internal Use Only**

**Application Approval**

**Permit is hereby issued upon agreement the attached conditions:**

**Police Dept. Approval**

\_\_\_\_\_  
Police Department Authorization

Date: \_\_\_\_\_

**Fire Dept. Approval**

\_\_\_\_\_  
Fire Chief

Date: \_\_\_\_\_

**Park Approval**

\_\_\_\_\_  
Parks & Recreation Superintendent

Date: \_\_\_\_\_

**Street Dept Approval**

\_\_\_\_\_  
Street and Equipment Superintendent

Date: \_\_\_\_\_

**Permit Issued Without  
Conditions**

\_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

**Permit Issued With  
Conditions**

\_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

**Application Rejection**

**This application is hereby rejected for the following reasons:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Acceptance**

I agree to abide by the conditions set forth by the City of Fairborn and the Fairborn Police Department.

Organization: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date: \_\_\_\_\_