

# CITY OF TOLEDO

CARLETON S. FINKBEINER, MAYOR



Kattie M. Bond, Director, Neighborhoods - Recreation

## DEPARTMENT OF NEIGHBORHOODS EVENT INFORMATION FORM

Office Use Only: # \_\_\_\_\_ Check One:  Commercial  Non-Commercial

This form does not take the place of the Special Activities Permit application, but is intended to provide a greater degree of detail. The Department may require any applicant to complete this form as an addendum to the Special Activities Permit.

***Please complete this form in detail and include a site map with event logistics clearly indicated.***

1. Park or facility requested: \_\_\_\_\_
2. Area within park to be utilized (attach map): \_\_\_\_\_
3. Date(s) requested: \_\_\_\_\_
4. Event organization: \_\_\_\_\_
5. Organization mission statement: \_\_\_\_\_
6. Is this organization a registered non-profit organization with 501(c)(3) status in the State of Ohio?  Yes  No Non-profit 501(c)(3) number \_\_\_\_\_ **Please submit a copy of your Internal Revenue Service Tax Exemption letter for our files.**
7. Applicant/Contact person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_
8. Name of Event: \_\_\_\_\_
9. Purpose of Event: \_\_\_\_\_
10. Estimated attendance: \_\_\_\_\_
11. **COMMUNITY ENDORSEMENT:** Do you have letters of endorsement from the community adjacent to the park or facility?  Yes  No If yes, **include copies of letters of support when returning this form.**
12. **CROWD CONTROL:** Large events require crowd control. Describe your action plan, including fencing and security personnel. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. **TRAFFIC CONTROL/PARKING:** Provide an **attached** detailed traffic control/parking plan, including number of personnel engaged in traffic control. The Department reserves the right to require off-duty Toledo Police Officers to provide traffic control at the permit holder's expense. **Note: Parking on grass is not permitted and should not be part of a parking plan.**

2201 Ottawa Parkway  
Toledo, Ohio 43606-4338  
Telephone: 419-936-2875 Fax: 419-936-2878  
Email: Toledo.parksrecforest@toledo.oh.gov

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14. **STREET CLOSURES:** Will your event affect streets, sidewalks, or alleys? Yes No If yes, **please attach** a list of the street(s), sidewalk(s), and alley(s) and how they will be affected, and describe your plan of action. Have you received written authorization from the Toledo Police Department? Yes No **Please attach** a copy of the required authorization.
15. **ACCESSIBILITY:** How are you providing for accessibility of the physically challenged (parking, restrooms, etc.)  
\_\_\_\_\_  
\_\_\_\_\_
16. **RESTROOM FACILITIES:** *You are responsible for providing additional portable restroom facilities to accommodate your event participants. Please attach a description of how many regular and handicap accessible units you are providing? Where do you propose placement? What are the delivery and pickup times? How will you re-supply units and clean them during the event?*
17. **FIRST AID:** *How are you prepared to provide required first aid services?* \_\_\_\_\_  
\_\_\_\_\_
18. **FOOD/BEVERAGE OPERATIONS:** If you intend to sell and/or distribute food, you are required to secure proper food vending licenses from the Toledo-Lucas County Health Department. Provide a list of all vendors and products proposed. Festival-type activities involving alcohol are only permitted at the following sites: International Park Gazebo and immediate surrounding area and Promenade/Festival Parks (contact CitiFest for permits information on these last two facilities). **Required food and vending licenses must be secured and appropriately displayed before an event will be allowed to open. Please attach a detailed description of all food vending/distribution logistics and operations.**
19. **TENTS/BOOTHS/PORTABLE STRUCTURES:** If you plan to use tents, booths, or portable structures, **please attach** a detailed description, including number, type, size, location, and installation/removal schedule. Tent stakes are prohibited in parks. For safety, water barrels are preferred for securing tents. If it can be demonstrated that water barrels are not possible, special permission can be obtained for tent stakes, provided that all stakes are covered with orange safety cones, and no underground utilities or irrigation exist in the placement area. **An inspection slip from City of Toledo Building Inspection must be presented prior to start of the event.**
20. **ELECTRIC SERVICE/LIGHTING:** The event applicant is responsible for providing portable generators for any electric service/lighting needs. If using electricity, **please attach** a detailed plan and include the number of generators, specific locations, voltage/amperage, phase, proposed installation/removal schedule, and contractor. If lighting is involved, include type and location.
21. **WATER USEAGE:** If you propose using water for your event, **please attach** a description including usage source, location, and approximate amount. If a connection to a city facility is proposed, a \$25.00 per day hookup fee is charged to the applicant (if such source is available).
22. **WATERWAYS:** If you propose to make use of a public waterway, **please provide a detailed map of the usage area, highlighting areas of activity.**
23. **LITTER CLEANUP PLAN:** You are responsible for all litter generated by your event and for returning the site to its condition prior to your event. **Please attach** a detailed description of your litter prevention and cleanup plan, including litter pickup and offsite hauling. In the case of vendors/food, you are responsible for proper grease, ash, and gray water containers and their legal disposal.
24. **ADVERTISING/SIGNAGE:** If you intend to display banners or signs, **please attach** a detailed description, including size, text, and location(s). **Note:** The Department of Parks, Recreation and Forestry must approve all flyers, brochures, and advertising materials prior to dissemination.

**ACKNOWLEDGEMENT**

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**Kattie M. Bond, Director, Neighborhoods - Recreation**

I have read the requirements and understand that it is my responsibility to provide all information requested by the Department of Parks, Recreation and Forestry by the timeline required. I understand that failure to provide any information requested may result in the denial of this application or the revocation of the permit after issuance.

Name of Organization or Group \_\_\_\_\_

By:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date