



PERMIT NUMBER: _____

DATE: _____

SPECIAL EVENT PERMIT APPLICATION

Applicant Instructions: *(Special Event applicants, see instructions below)*

- All applicants complete and sign Section 1
- If you are working a **Special Event**, (one-time up to seven consecutive days) please complete Section II
- If you are working a **Special Event** that is operating on a reoccurring basis, (weekly/monthly) please complete Section III
- Once the application has been completed and all necessary documents indicated in Section II or Section III are attached, you may mail the completed application and applicable fees to the Zoning Inspector, c/o Canfield Township, (21 S. Broad St., Canfield, OH 44406) or hand-deliver it to the same address to obtain your Special Event Permit.

Fees: (If mailing, please send a check payable to “Canfield Township Trustees”) If tax exempt, please provide proof of status.

- Special Event: (one-time up to seven consecutive days) \$50.00
- Special Event: (six months) \$100.00
- Special Event: (one year) \$200.00

Section I: Applicant Information *(All Applicants)*

Name of Business: _____ Owner(s) Name (s): _____

Permit Holder / Designee Name: _____ Phone: _____

Email Address: _____

Mailing Address: _____ City/State/Zip: _____

Name of Event: _____

I hereby certify that the information contained within and attached to this application is true and accurate.

Signature: _____ *Date:* _____

Section II: Special Event Information *(one-time up to seven days)*

A special Event is any outdoor activity or series of outdoor activities open to the public specific to an identifiable time and place; most often produced in conjunction with community organizations; held on public property including street rights-of-way, non-profit organization property, business or non-residential private property; and generally occurring once a year and for which a Special Event Permit is required.

Name of Special Event: _____ Date of Special Event: _____

Please attach the following documents to this application:

- | | |
|--|--|
| <input type="checkbox"/> Description of Special Event | <input type="checkbox"/> Person in charge of Special Event (Name and telephone number) |
| <input type="checkbox"/> Special Events Permit Questionnaire | <input type="checkbox"/> Site Plan |

Section III: Special Event Information *(six months / one year)*

A Special Event is multi special events throughout the course of one year.

Type of Special Event(s): _____

Please attach the following documents to this application:

- Description of Special Event
- Special Events Permit Questionnaire
- Person in charge of Special Event (Name and telephone number)
- Site Plan

Special Event Application Fee:

<input type="checkbox"/> Special Event: \$50.00 <i>(one-time up to seven days)</i>	<input type="checkbox"/> Special Event: \$100.00 <i>(six months)</i>	<input type="checkbox"/> Special Event: \$200.00 <i>(one year)</i>	
Total: \$ _____			
Total Paid: \$ _____	Check # _____	Receipt # _____	Date: _____

SPECIAL EVENT PERMIT QUESTIONNAIRE

Please describe your event in detail. Provide a schedule of events, times, location, SITE & ROUTE MAPS, special requirements, etc. using the following questions as a guide. Attach additional sheets if necessary.

1. How many participants/visitors do you expect for this event? _____

2. How many vehicles will be parked at the event? _____ List where you plan to park the vehicles, including vehicles belonging to event organizers, sponsors, officials, media, etc. Violators will be ticketed or towed.

3. Will any temporary structures (tents, stages, etc.) be erected? _____ If yes, describe the structure in detail, their exact size and locations, and how they will be erected and removed. All tents must be free-standing, otherwise a utility location may be required by calling 811.

4. Will the event require street closings and/or traffic control devices such as barricades, cones or tape? _____ If yes, list all requested street closures and their proposed closing and opening times.

5. Will any signs or banners be erected? _____ If yes, describe their type, material, and placement techniques, detailing and listing their exact locations: designate their placement and removal times.

6. Will the event have vendors, peddlers or concession sales? _____ If yes, please provide a list of vendors, selling times, placement locations and any special requirements they may have.

7. Will the event offer any entertainment? _____ If yes, describe the entertainment and give the exact arrival, performance, and departure times, performance location, and any special requirement such as electricity, staging and access.

***** Canfield Township contracts with the Mahoning County Sheriff's Department for safety and police services. Should your event require security or police services you may hire a Deputy for \$30 per hour with a four (4) hour minimum. The Deputy will be in uniform with full authority of the law. Please contact Deputy John Tkach at 330-360-3024 at least two (2) weeks in advance of your event date.**