



**VILLAGE OF  
GENEVA~ON~THE~LAKE**

4929 South Warner Drive  
Geneva-on-the-Lake, Ohio 44041  
Phone: 440-466-8197  
Fax: 440-466-8911

# Special Event Permit Application

1. Applicant's Name: \_\_\_\_\_ Driver's License #: \_\_\_\_\_
2. Applicant's Address: \_\_\_\_\_
3. Applicant's Phone Number: (    ) \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_
4. Individual \_\_\_\_\_ Corporation \_\_\_\_\_ LLC \_\_\_\_\_ Association \_\_\_\_\_ Other \_\_\_\_\_
5. Nature of Sponsoring Organization: \_\_\_\_\_
6. Type of Event: \_\_\_\_\_
7. Type of activities associated with event (Ex. Parade, Dances, Sale of Goods): \_\_\_\_\_  
\_\_\_\_\_
8. Description of any Village property, street, or right of way needed for event: \_\_\_\_\_  
\_\_\_\_\_
9. When will the event be held? Times and dates: \_\_\_\_\_  
\_\_\_\_\_
10. Approximate number of participants and/or guests expected: \_\_\_\_\_
11. A list of **ALL** participating vendors, peddlers, and/or transient merchants must be submitted.
12. Other description of event: \_\_\_\_\_
13. Will you need any roads to be closed for any length of time? \_\_\_\_\_  
If so, please describe: \_\_\_\_\_
14. Applicant/ Sponsor must provide the Village with proof of liability insurance in the amount of not less than one hundred thousand dollars (\$100,000).
15. Are you a federal tax-exempt entity? \_\_\_\_\_ If so, you must provide proof.
16. Has the applicant, partners, officers, or directors ever been convicted of a felony? \_\_\_\_\_  
If so, please explain. \_\_\_\_\_
17. Will electrical equipment be used? \_\_\_\_\_ If so, please describe in detail what type of electrical equipment will be used. \_\_\_\_\_

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**I certify that the above information is an accurate description of the event for which I am applying for a permit. I also certify that my group will abide by all the laws of the State of Ohio, as well as the ordinances of the Village of Geneva-on-the-Lake.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Mayor's Signature of Approval**

\_\_\_\_\_  
**Date**