



**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. _____

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