



## City Information Sheet On Obtaining a Permit to Conduct Events on City Property

Individuals or groups, including the Downtown Tiffin Main Street Committees, wishing to conduct events (with the exception of parades) on City of Tiffin property must obtain a permit for the event by making application to the City Administrator (Chapter 903.06, Codified Ordinances of Tiffin Ohio) using the prescribed application form. Permits for parades or processions (other than a funeral procession) can be obtained from the Tiffin Police Department.

For events other than parades, an event organizer must submit a completed application to the City Administrator's office at least 45 days prior to the event date. All applications for permits will be reviewed with the sponsoring event organizer during a Traffic Safety Committee, which meets on the fourth Wednesday of each month. Incomplete applications, or those not submitted to allow review by the Traffic Safety Committee, will not be approved.

Any amendments to the application following the meeting of the Traffic Safety Committee will be at the discretion of the City Administrator.

Downtown committees wishing to sponsor an event in the downtown area must first coordinate the submission of their application with the Tiffin Seneca Economic Partnership (TSEP), a representative of which shall review all applications for completeness and submit it to the City Administrator.

Events which are planned to occur in any of the City's parks must coordinate the submission of their application with the Director of Parks and Recreation, who can approve all such applications only if the event takes place fully within the boundaries of the park. Questions regarding can be directed to [parksdepartment@tiffinohio.gov](mailto:parksdepartment@tiffinohio.gov) or by phone at 419-448-5408. Otherwise, such applications must be forwarded to the City Administrator with a recommendation.

The application for an event can be obtained online at [www.tiffinohio.gov](http://www.tiffinohio.gov) or by contacting the City Administrator's office: Email - [cityadministrator@tiffinohio.gov](mailto:cityadministrator@tiffinohio.gov); Phone - 419-448-5402

A permit for a parade, assemblage or procession can be obtained by contacting the Tiffin Police Department: Email - [chiefofpolice@tiffinohio.gov](mailto:chiefofpolice@tiffinohio.gov); Phone - 419-447-2323

## EVENT APPLICATION

Individuals or groups, including the Downtown Tiffin Main Street Committees, wishing to conduct events on City of Tiffin property must file this application with the City Administrator's office **at least 45 days prior to the event** for review by the Traffic Safety Committee, which meets on the fourth Wednesday of each month. Incomplete applications, or those not submitted in time to allow review by the Traffic Safety Committee prior to the event, will not be approved. Applicants should complete the information requested below:

### EVENT INFORMATION

**Name of Event:**  
**Event Dates:**  
**Location:**

### RESPONSIBLE ORGANIZATION/PERSON

**Organization:**  
**Responsible Person:**  
**Contact Number** (cell phone number of contact during event):  
**Email Address:**

### DOCUMENTATION NEEDED

- 1) Layout Sketch
- 2) Event Flyer
- 3) F Permit (if alcohol is served at event)
- 4) Certificate of Insurance (with minimum liability insurance limits of \$1,000,000.00 per occurrence and City of Tiffin named as an additional insured)

If the event is, or includes a Race, 5K, Fun Run, Charity Run or similar activity, please provide the information on the backside of this form.

### SIGNATURE BLOCK

The applicant agrees to release, indemnify and hold harmless, the City of Tiffin, Ohio, its employees, officers, and agents, from any liability whatsoever, that may arise from the use of a City park, streets, boulevards, rights-of-way, and/or property. The applicant further states they are fully aware of, understands, and assumes, all of the damages and risks of the use of the City property described herein and waives all claims and causes of action against the City of Tiffin which may arise out of the use.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

_____ City Administrator or Designee
_____ Date
<b>Approve <input type="checkbox"/></b> <b>Deny <input type="checkbox"/></b>

## DETAILED ROUTE DESCRIPTION

(Races/5Ks/Fun Runs)

Please provide a detailed description of the route to be used, including where the proposed route will begin and end. A number of approved 5K routes can be found on the City's website – [www.tiffinohio.gov](http://www.tiffinohio.gov) and are listed below for your convenience. **If an alternative route is being requested, include all directional turns from one street/road onto another and attach a legible map with the proposed route highlighted in yellow and safety procedures (signs, cones, crossings guards) clearly identified:**

### Race/Event Route:

- \_\_\_\_\_ Downtown Rock Creek Trail
- \_\_\_\_\_ Downtown Sandusky River Course
- \_\_\_\_\_ Hedges Boyer Park - County Road 13 Course
- \_\_\_\_\_ School - River Trail Course
- \_\_\_\_\_ Alternate Course (Provide detail described above)

### EVENT SUPPORT:

(If any of the items are needed below, please contact them AFTER application approval)

<u>Item</u>	<u>Source</u>	<u>Contact Number</u>
Off-Duty Security	Police Department	419-447-2323
Cones	Public Works	419-448-5430
Signage	Public Works	419-448-5430
Trash Containers	Parks & Rec	419-448-5408
Tables/Chairs (Rental)	Parks & Rec	419-448-5408
Park Shelter	Finance	419-448-5404

Assistance with events may also be available from the Seneca County Emergency Response Team (CERT) by calling 419-937-5599.