

# Whitehouse

## **Request For Special Event Packet**

(Updated 12/18/2023)

All events need a minimum of sixty (60) days for approval from the time of application to the event day.



Request for Special Event  
Village of Whitehouse  
PO Box 2476, Whitehouse, OH 43571  
Phone: (419) 877-5383 / Fax: (419) 877-5635  
Email: [VOWevents@whitehouseoh.gov](mailto:VOWevents@whitehouseoh.gov)

Name of Event: \_\_\_\_\_

Coordinator/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

FAX: \_\_\_\_\_

Event Date (s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

Estimated Number of Attendance: \_\_\_\_\_

Brief Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes  No (Is this event for a non-profit organization?)

- Will the Event Use Signage/Attraction Devices  Yes  No
- Amplified Voice/Music  Yes  No
- Food/Beverage Sales  Yes  No
- Alcoholic Beverage Sales  Yes  No
- Tent Rental  Yes  No
- Food Trucks  Yes  No
- Inflatable (i.e., bounce house)  Yes  No
- Product Sales  Yes  No
- Temporary Fencing  Yes  No
- Traffic Barricades  Yes  No
- Traffic Signage (No Parking)  Yes  No
- Security  Yes  No
- Traffic Control and Direction  Yes  No
- F2 Permit & Approval  Yes  No
- Other (Explain)

Identify any Village services, public facilities, or equipment you are requesting in conjunction with this event. (IE: enclosed shelter house, police assistance, streets closed).

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE supply a map highlighting the property, temporary structures (identifying use and activity), pedestrian ways and/or streets that will be impacted by this event.**

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**Payment for services**

The Event Coordinator/Contact Person/Sponsoring Entity shall make payment for services payable to *The Village of Whitehouse*. Payment must be received by the Village of Whitehouse no later than ten (10) business days after the event. All numbers below are estimated based on the information provided by the coordinator. Billing will be in actual hours with a minimum of 2 hours billing per event.

**Estimated Employee Hourly Rates:**

Department	Hourly Rates	# Employees*	Total
Administration	\$50.00		
Fire	\$50.00		
Police	\$50.00		
Public Service	\$50.00		

\* Department heads determine the number of employees needed for an event.

\*\* There will be a two (2) hour minimum fee for all employees involved in the event.

**Estimated Equipment Rates:**

Current FEMA Fee Schedule

Inspection and Building Fees:

Type	Rate	# Tents or Food Trucks	Total
Building Permit Fee for Tent if over 700 sq feet	\$50.00/Tent		
Tent Under 700 sq feet with no sides	No Fee		
Tent over 400 sq feet with minimum of one (1) side	\$50.00/Tent		
Initial Food Truck Inspection	\$25.00/Food Truck		
Food Truck Re-Inspections	\$75.00/Food Truck		
Shelter House / Pavilion Rental (No charge for resident)	\$100.00 / Non-Resident	N/A	
Key / Security Deposit	\$100.00 (Refundable if returned and no damage or cleaning to property)	N/A	

**ESTIMATED EVENT TOTAL:** Personnel \_\_\_\_\_ Other \_\_\_\_\_ Total \_\_\_\_\_

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**READ THE FOLLOWING BEFORE SIGNING**

**The submittal of this event form does not ensure approval of the event.**

The Village cannot accommodate every event and some events may require reimbursement for services rendered. You must attach to this application either an insurance policy or a certificate of insurance that includes The Village of Whitehouse as additionally insured. The insurance requirements depend on the risk level of the event.

The applicant agrees to defend, indemnify, and hold harmless The Village of Whitehouse from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claim or recovered against or from The Village of Whitehouse by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomever and which damage, injury, or death, arises out of this activity.

In addition, by signing the form below, the event coordinator is agreeing that they, or a representative, need to present this event to Whitehouse Village Council during a regularly scheduled council meeting. If the event coordinator or representative is not present, they waive the right for the event fees to be waived if it was previously requested.

If you are submitting this form online, print your name in the signature block. Before you or your representative present your event, this form will need an official signature.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachments if needed:

\_\_\_\_ Ohio Revised Code Section 4303.202 F-2 Permit Legislation. [CLICK HERE](#)

\_\_\_\_ Ohio Department of Commerce/Division of Liquor Control: *How to Apply for a Liquor Permit.* [CLICK HERE](#)

\_\_\_\_ Tent, Bounce House, and/or Food Truck Application. [CLICK HERE](#)

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**INTERNAL USE ONLY**

**Event Approval Signatures**

Deputy Administrator / COO \_\_\_\_\_

Police Chief \_\_\_\_\_

Fire Chief \_\_\_\_\_

Public Service Director \_\_\_\_\_

**Approved for Council Presentation**

Village Administrator \_\_\_\_\_

Date to appear before Council \_\_\_\_\_

Council Outcome \_\_\_\_\_