



CITY OF CANTON PUBLIC EVENT APPLICATION

GENERAL INSTRUCTIONS

To apply to sponsor a public event on City-owned property, the event sponsor or representative must complete and submit this application and all necessary fees and supporting documentation at least **30** days in advance of an event utilizing City owned property, and at least **60** days in advance for use of any city park space.

NOTE: Individuals or organizations interested in utilizing any **City Park** space or facilities must also contact the Canton Parks Department at (330) 489-3015.

To apply for a **Block Party**, please do not use this form, but rather use the online form, found here: <https://www.cantonohio.gov/424/Application-for-Public-Events>.

If you wish to have your event at the Canton Centennial Plaza, please go to <https://cantoncentennialplaza.com/host-an-event/> to review rental rates and view their rules and policies.

The City reserves the right to reject any incomplete applications.

Please submit the following with this Public Event application:

- Payment of event fee (see fee schedule).
- Site plan/map for the event including roads to be closed
- Sound Variance (if applicable)
- All applications must include a certificate of liability insurance with coverage of \$1,000,000.00, which includes the City of Canton as an additional insured

Please direct your insurance agent to mail or fax a copy of the insurance certificate to the address listed below:

City of Canton - 8th Floor
 218 Cleveland Ave SW
 Canton, Ohio 44702
 Phone: (330) 438-4309 Email: Wendy.Heslink@CantonOhio.gov

NOTE: Please include the event name on the certificate of liability insurance.

CHARGES FOR RESERVATION OF PUBLIC GROUNDS

Courthouse Plaza (Courtyard behind the Stark County Courthouse)	\$100/day
Central Plaza North (Median in the 100 Block of Market Ave N)	\$100/day
Central Plaza South (Median in the 100 Block of Market Ave S)	\$100/day
Any Park - Profit Organization	\$500/day
Any Park - Non-Profit Organizations	\$350/day
Any Park - Neighborhood Associations of Canton, includes one shelter	\$ 25/day
Centennial Plaza*	

*Fees for rental of all or part of Centennial Plaza will be determined by Pro Football Hall of Fame/Centennial Plaza Staff.

PUBLIC SAFETY FORCES

Fire/EMT

\$50 Per Hour Regular / \$58 Per Hour Holiday

Police

\$50 Per Hour Regular / \$58 Per Hour Holiday (\$20 Per Hour / Per Police Cruiser)

The number of firemen, EMT's, or police officers required at any event will be determined by each department upon the receipt of an event request. Based on the scope of the event and available manpower, cost of these services will be totaled and an invoice will be sent to the applicant at the conclusion of the event. Cancellation of these services must take place at least 48 hours prior to the start time of any event to receive full reimbursement.

- *Minimum of 4 hours for all Fire/EMT services*
- *Minimum of 4 hours for police services*



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Event Name: _____

Date(s) of Event: _____

Start Time _____ AM PM **End Time** _____ AM PM

Set up Start Time _____ AM PM **Anticipated Number of Guests Expected:** _____

Requested Location to be Reserved (Check all requested spaces):

Courthouse Plaza Central Plaza North Central Plaza South

Centennial Plaza - Please visit <https://cantoncentennialplaza.com/host-an-event/> to view the rates and read the rules and policies regarding the rental of Centennial Plaza.

City Park (please specify which Park): _____

Other (please specify): _____

Depending on the type of event and location, you may be required to obtain security and/or EMS services.

If requesting Centennial Plaza, select all that apply:

- | | |
|--|--|
| <input type="checkbox"/> There will be live entertainment | <input type="checkbox"/> Will need stage/lighting/sound |
| <input type="checkbox"/> We plan to have bounce houses/inflatables | <input type="checkbox"/> Will require electrical service |
| <input type="checkbox"/> Will be a ticketed event | <input type="checkbox"/> Will be open to public |
| | <input type="checkbox"/> Will be a private event |

Requested Space at Centennial Plaza: (select all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Event Lawn | <input type="checkbox"/> Stage | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Social Garden | <input type="checkbox"/> Rotunda Spires | <input type="checkbox"/> Extended Patio (next to Jerzee's) |

Will you be requesting any streets (or portion of) to be closed? Yes No

What street(s) do you wish to close? _____

From (Street) _____ To (Street) _____

How long do you request the street to be closed?

Start Time _____ AM PM **End Time** _____ AM PM

Please submit a detailed map showing what roads you would like closed, if possible.

If you are using a road that will affect your neighbors, click on the link below, print out the form, and have those that will be affected sign off on your request, then submit that form with your application.

[Neighborhood Street Closure Petition](#)

Contact Person (Person in Charge of the Event): _____

Address _____

Email _____

Phone Number _____

Are you planning to sell or serve alcohol? Yes No

If you plan to sell or serve alcoholic beverages, you must first make an application (at least four weeks in advance) to the Ohio State Division of Liquor Control. Call 614-644-2360 for more information.

Are you planning food vendors/food trucks? Yes No

If you serve/sell food and/or cook over an open flame, you may need permits and/or inspections from any of the following entities (please call them for more information):

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City of Canton Health Department 330-438-4659
City of Canton Police Dept. Records (License) 330-438-4465
Stark County Auditor (Vendor's License) 330-451-7357

Are you planning a fireworks display?

Yes No

It is illegal for residential and/or personal fireworks to be discharged in the State of Ohio. This is for licensed pyrotechnic companies only.

Will you have vendors, merchants or exhibitors?

Yes No

If you plan to sell goods, you may need permits or inspections from the following entities - please call for more information:

City of Canton Police Dept. Records (License) 330-438-4465
Stark County Auditor (Vendor's License) 330-451-7357

Are you planning to have carnival rides?

Yes No

If so, a permit must be obtained. Please contact the City of Canton Police Dept. at 330-438-4465.

Will you be using sound amplification equipment?

Yes No

If sound amplification equipment is to be used or excessive noise may result from your event, a sound variance may be required. One can be found here: <https://www.cantonohio.gov/FormCenter/Public-Event-Forms-7/Sound-System-Variance-Request-79>

Are you planning to use tents?

Yes No

If tents 10' x 10' or larger are to be used, you will need to obtain a permit from the Canton Fire Department and an inspection will be held. Call 330-489-3411.

Are you planning a protest or picket?

Yes No

Sponsoring Organization

Name _____

Address _____

Is the organization tax exempt? Yes No

Employer Identification Number (EIN) _____

Event partners: _____

Detailed cleanup and waste removal plan: _____

Event/Organization's website: _____

Event/Organization's other social media handles: _____

Resources Needed - Please be advised that the City may be able to provide access to the following resources, upon request and availability. Please know there may be fees associated with your request(s).

Please check all items that you are requesting for your event (fees may be charged):

- | | | |
|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Electricity | <input type="checkbox"/> Dumpster |
| <input type="checkbox"/> Trash Cans | <input type="checkbox"/> Water (hydrant) | <input type="checkbox"/> None |
| <input type="checkbox"/> Other: _____ | | |

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The City and/or Centennial Plaza does NOT provide:

- | | | |
|---|---------------------|------------------------|
| First Aid Stations or Supplies | Port-o-Potties | Site Clean Up Services |
| Tables/Chairs/Tents | Electrical Cords | Electrician |
| Water Hoses | Portable Generators | Reserved Parking |
| Audio Equipment (including microphones, audio boards, and XLR cables) | | |

If needed, arrangements for any of the above items must be made by the requestor through alternate means.

Map Submission

Please submit a map (no larger than 8 1/2" x 11") of the route or layout of the event. **Include on the map:**

- | | | |
|--------------------------|---------------------------------|-------------------|
| Bandstands/Stages | Emergency Vehicle Access Routes | Exhibitor Parking |
| First Aid Facilities | Liquor License Area | Seating |
| Restrooms/Port-O-Potties | Restricted Driving Lanes | Structures |
| Tents | Vendor Placement | Closed Roads |

Please provide any additional information for your event that you feel would be beneficial:

This application will be considered only when all necessary sections have been completed. Submission of this form does not guarantee approval of an event. An approved Public Event Application entitles the applicant to the use of City space. The requestor will be notified of the approval or denial after all City departments, the Pro Football Hall of Fame (PFHOF) and/or outside agencies have reviewed the complete application.

An approved Public Event Application for Centennial Plaza will be sent to the PFHOF staff for review. The requestor will then be contacted by PFHOF staff to review rental fees and rules/policies and will be required to sign a rental agreement with the PFHOF.

The City and/or the PFHOF are not responsible for pursuing additional arrangements and permits that may be required. The applicant is responsible for any damage or debris left on the premises and future permits may be withheld should excess damage or debris is created as a result of this event. The applicant or sponsoring organization is required to notify and coordinate with any business, homeowners or other entities that may be impacted by the event.

I hereby agree to operate the described event in accordance with all regulations and conditions imposed by the laws of the State of Ohio and the laws, ordinances, and regulations of the City of Canton for public events. I understand any false statement could result in the revocation or denial of this application.

Signature of Person in Charge _____ Date _____

Return form to: City of Canton Public Events, 218 Cleveland Ave NW 8th Floor, Canton OH 44702

Or email to Wendy.Heslink@CantonOhio.gov

FOR CITY USE ONLY:

- Police Department:** _____
- Safety Director:** _____
- Parks (if applicable):** _____