



CITY OF MEDINA SPECIAL EVENT PERMIT APPLICATION

Applicant Name:	Address:
Business or Organization, if applicable:	
Telephone Number:	E-mail Address:
Event Director/Responsible Person: <i>(If different from above.)</i>	Address:
Telephone Number:	E-mail Address:
Duration of Event: Date: _____ to _____. Time: _____ to _____.	Approximate # of: Attendees/Participants: _____. Vehicles: _____.
Complete description and location of event (attach separate sheet if necessary):	
Describe any structures to be erected or constructed, including dimensions, location and plans:	
Will the event require use of any city street or right-of-way?	If yes, what is the location and dimension of the proposed city street or right-of-way to be used:
Plans for your organization to assemble and disperse of the Special Event items, including times, locations, set-up.	

9.40.050 Special event permit fees.

All applications shall be accompanied by a nonrefundable Special Event permit fee as set forth in the city fee schedule (\$50.00*).

Permit fee shall not be imposed when all of the following conditions are met:

- A. The activities are conducted by a nonprofit organization;
- B. The activities are open to the public without discrimination;
- C. The activities will benefit the public health safety or welfare; and
- D. There is no charge for admission, participation, or a vendor fee (except for pledges for events such as a walkathon). (Ord. 786 § 1, 2005)

***\$50 per the City of Medina's 2012 Adopted Fee Schedule. In addition, the event holder will be responsible for all applicable security costs associated with the event.**

Applicant's Signature:	Date Submitted:
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FOR OFFICE USE ONLY	
Accepted By:	
Performance Bond or Cash Deposit:	
Application Fee:	\$50.00
Receipt Number:	
Exempt Activity:	
Police Department:	
Public Works Department:	
City Manager:	