

Special Events Application

This application must be filed no fewer than 45 days before the date event is to take place. This form may be downloaded and mailed to:

Jeff Jacko, Coordinator Special Events & Marketing
 Recreation Department
 3450 Lee Road
 Shaker Heights, OH 44120
 or emailed to: jeff.jacko@shakeronline.com

Name of sponsoring organization:			
Address:		Phone:	
Name(s) of event coordinator(s):			
Purpose of event:		Date of event: <input type="checkbox"/>	
		S M T W TH F S	
Assembly area:		Disbanding area:	
Assembly time:	Starting time:	Disbanding time:	
Route of Event			
Viewing stands: <input type="checkbox"/> No <input type="checkbox"/> Yes Location:			
Number of runners/marchers:		Number and types of vehicles:	
Number and types of animals:			
Number and types of bands:			
Proposed number and types of banners, placards and signs:			
TYPE	NUMBER	SIZE(S)	LOCATION
Banners*			
Company installing banner:		Phone:	
What will be printed on the banner?			
<i>*Banners & signs may be displayed only on the day of the event and must be removed at the end of the event. No exceptions.</i>			
TYPE	NUMBER	SIZE(S)	LOCATION
Placards			
Signs			
Locations for tents, concession booths and portable toilets must be pre-approved.			
<i>Tents must have a permit from the Shaker Heights Fire Department. Tent companies may contact the department directly: 216-491-1215.</i>			
Food: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain:			
Caterer:		Phone:	
Address:		Contact Name:	