



Special Event Application

User Manual

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

Special Event Application User Manual

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Special Event Application User Manual

Getting Started

Welcome to the City of Columbus Office of Special Events online permitting process. Please review the initial instructions on the homepage. In order to proceed to an application, you will need an account.

SPECIAL EVENTS

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

The City of Columbus Office of Special Events

The City of Columbus Office of Special Events issues permits for public events and gatherings. Our goal is to help create successful events of every size and scope and clearly define the expectations for producing an event in the City of Columbus. The City strives to balance the needs of events and the events' impact to residents and businesses.

Starting or submitting an application does not guarantee that a permit will be issued.

A list of all [City of Columbus Parks](#) is available. Not all parks are available for special events. Review the special event related [fees](#) for assisting with your event budget.

SPECIAL EVENT PERMIT

A Special Event Permit is issued for an event utilizing parks, streets and waterways in the City of Columbus where planned activities go beyond normal use. Special Events include festivals, street fairs, concerts, races, regattas, etc. These events may include street closing and are marketed citywide or regionally and involve extensive planning and coordination with multiple city departments. The deadline to submit the the Special Event Application for a Special Event Permit is **60 days** prior to the event. The Office of Special Events accepts applications up to **one year** in advance of an event. The official submission date is the date the completed application is received.

A Special Event Permit is required if your event meets at least one of the following criteria listed:

Account

You must create an account to apply for Special Event, Block Party or Film Permits. There are two options to begin the process:

1. Select the account button at the top to open the drop-down option. Select "login"
2. At the bottom of the landing page, select "proceed to application"

approval

The deadline to submit a Film Application is **60 days** before filming, except when closing a street as part of the filming then the deadline is **30 days** before the filming date. The Office of Special Events accepts applications up to one year in advance of the filming date. The official submission date is the date the completed application is received.

Please review the [Film Planning Guide](#) to be aware of policies, procedures and important information for filming in Columbus.

OTHER PERMITS

Some activities require a permit other than the Special Event, Block Party or Film. Examples include:

- Weddings and/or shelter rentals (614-645-3337)
- Health & Wellness License (614-645-3337)
- Sports tournaments and athletic field rentals;
- Event is solely a parade that stages on private property;
- Activity taking place inside of a Community Center (contact the Community Center directly)

For more details on permitting, please review the [Event Planning Guide](#).

PROCEED TO APPLICATION

THE CITY OF
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ANDREW J. GINTHER, MAYOR

[www.columbus.gov](#)
Event Planning Guide
Event Permit Calendar
SpecialEvents@Columbus.gov
614-645-3800

Special Event Application User Manual

All new accounts will need to verify their email address. You will receive automatic email notifications. Follow the prompts of the email to verify your account. After your account is created, enter you email and password to login. If you ever forget your password, there is an option to re-set.

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have an account with us. If you don't have an account.

mit Application overview.

Login

Email

Password

LOG IN [Forgot Password?](#) [Create Account](#)

Dashboard

The Dashboard is the primary location to manage your applications

1. Find the dashboard using the menu navigation at the top
2. You can create new applications
3. You can see your existing applications
4. You can see the status of your applications

eproval **DASHBOARD** **APPLICATIONS** [? Test](#)

APPLICANT DASHBOARD THE CITY OF **COLUMBUS** ANDREW J. GINTHER, MAYOR

My Applications [Create Application](#) [Older Applications](#)

ID#	Application	Start Date	End Date	Last Updated	Status	Actions
1127	Reservation of Space: Test #2	Dec 30, 2022	Dec 30, 2022	Feb 28, 2022	Tentatively Confirmed	Edit Delete
1131	Special Event Application: Test #2	Dec 30, 2022	Dec 30, 2022	Feb 28, 2022	Draft	Edit Delete

Special Event Application User Manual

Selecting “Create Application” gives you the option to select the type of permit you want to apply for. Special Event Permits will start by selecting the “Special Event Reservation”.

APPLICANT DASHBOARD

THE CITY OF
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ANDREW J. GINTHER, MAYOR

My Applications

Create Application ▾Older Applications

ID#	Application	Start Date	End Date	Last Updated	Status	Actions
1127	Reservation of Space: Test #2	Dec 30, 2022	Dec 30, 2022	Feb 28, 2022	Test	
1131	Special Event Application: Test #2	Dec 30, 2022	Dec 30, 2022	Feb 28, 2022	Draft	

Special Event Reservation

Block Party Application

Film Permit Application

Review the instructions, and select the large button at the bottom of the page to start the process.

Please review the **Special Event Planning Guide** to be aware of policies, procedures and important information for producing an event in Columbus. The Special Event Planning Guide is a great resource to use while completing the application.

When a Special Event Permit is required, the applicant must first complete the **Special Event Reservation**. The Special Event Reservation provides the City departments a general overview of the event and allows the Office of Special Events to review and tentatively reserve all available requested locations. The Office of Special Events accepts permit applications up to **one year** in advance of an event. Once approved, the applicant may to continue on to the Special Event Application. All reservations are tentative until a permit has been issued.

The **Special Event Application** provides the City of Columbus in depth details required to issue a special event permit. Delays in providing required information may affect the ability to review an event application or result in the determination that the application is incomplete. Incomplete applications will not be processed and submitting an application does not guarantee that a Special Event Permit will be issued.

The deadline for a Special Event Application submission is **60 days** before the event. The official submission date is the date the completed application is received.

While applying you have the ability to save your progress and proceed to any portion of the application. Follow the application menu on the left hand column to navigate the application.

Reservation of Space

The first step in reserving a location for a public event such as a festival, race, marine event, series or community event.



Special Event Application User Manual

Application Basics

All applications are organized into sections for collecting information. Each section can be viewed on the left-hand “Application Menu”. Using the menu, you can skip around the application and complete sections in any order you prefer. Sections of the application that still need to be completed are indicated with an orange exclamation point (!). A gray box is at the top of each section to provide information to assist you when completing your application.

APPLICATION

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

APPLICATION MENU

- ! Host Organization
- ! Primary & Onsite Contact
- ! Event Information
- ! Event Dates & Attendance
- ! Event Main Location
- ! Additional Locations
- ! Event Details
- Summary

SPECIAL EVENT RESERVATION: RESERVATION OF SPACE

Host Organization

HOST ORGANIZATION

The Host Organization is the organization or individual that creates the vision of what the event will be, including the budget and the scope of the event. The Host Organization, unless otherwise noted, is the organization or individual legally responsible for all fees, requirements, violations and damage to public property that result from the actions of volunteers, staff, participants or event subcontractors during the hours of permitted use.

PERMIT HOLDER

The Permit Holder is the individual representative holding the permit to conduct a special event for the Host Organization. The Permit Holder may be the President, Executive Director, or other authorized officer of the Host Organization. The Permit Holder has the authority to make planning, operational and financial decisions on behalf of the organization.

NOTES

If you are applying on behalf of a Host Organization, we recommend that you do not list yourself as the Permit

When a section is complete the orange exclamation point will change to a green check mark (✓).

APPLICATION

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

APPLICATION MENU

- ✓ Host Organization
- ✓ Primary & Onsite Contact
- ✓ Event Information
- ✓ Event Dates & Attendance
- ✓ Event Main Location
- ✓ Additional Locations
- ✓ Event Details
- Summary

SPECIAL EVENT RESERVATION: TEST #2

Host Organization

HOST ORGANIZATION

The Host Organization is the organization or individual that creates the vision of what the event will be, including the budget and the scope of the event. The Host Organization, unless otherwise noted, is the organization or individual legally responsible for all fees, requirements, violations and damage to public property that result from the actions of volunteers, staff, participants or event subcontractors during the hours of permitted use.

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NOTES

If you are applying on behalf of a Host Organization, we recommend that you do not list yourself as the Permit Holder. List the organization and individual responsible for contracting your services as the Permit Holder.

Special Event Application User Manual

Submitted applications may be viewed as part of the Application Review.

APPLICATION TOOLS

- APPLICATION REVIEW
- COMMUNICATION LOG
- ACTIVITY LOG
- DUPLICATE APPLICATION
- PRINT APPLICATION
- EMAIL PREFERENCES

STATUS LEGEND

- More Info Needed
- Not Yet Reviewed
- Under Review
- Declined
- Approved

SPECIAL EVENT RESERVATION: RESERVATION OF SPACE

Application Review

Test Reservation
Friday December 30, 2022

● **Submitted**

Application Comments Details Related Applications

POST COMMENT

Host Organization

Primary & Onsite Contact

Event Information

Event Dates & Attendance

Status Labels

The application status will update during the various stages of the application process.

The application status references the overall progress of the application. The options include:

- **Draft (grey)**: Your application has been started but not submitted.
- **Submitted (brown)**: Your application is submitted, and you cannot make any changes. Staff have not yet started the review process.
- **More Info Needed (blue)**: Staff need additional information, and you must re-submit.
- **Under Review (orange)**: Staff reviews are in progress.
- **Declined (red)**: Event will not receive a permit.
- **Approved (green)**: The application is approved and permitted.
 - **Tentatively Confirmed (green)**: The Reservation of space is tentatively confirmed, but you still need to submit the full application.

The individual sections of an application will also use status labels. The options include:

- **Not Yet Reviewed (brown)**: Staff representatives have not yet reviewed the section.
- **More Info Needed (blue)**: Staff need additional information. You must respond with a comment, or resubmit that section (when applicable).
- **Under Review (orange)**: Staff reviews in progress.
- **Declined (red)**: Section of the application or event component will not be approved. The rest of the event may still be approved and receive a permit.
- **Approved (green)**: The section is approved and will be noted on the permit.

Special Event Application User Manual

Special Event Permits

Steps

Step 1 – Reservation. The Special Event Reservation gives a general overview of the event. Staff will review and tentatively confirm the reservation of space. Completing this step will unlock the full application. The reservation can be submitted up to **one year** before the event.

APPLICATION

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

APPLICATION MENU

- Host Organization
- Primary & Onsite Contact
- Event Information
- Event Dates & Attendance
- Event Main Location
- Additional Locations
- Event Details
- Summary

SPECIAL EVENT RESERVATION: RESERVATION OF SPACE
Host Organization
HOST ORGANIZATION

The Host Organization is the organization or individual that creates the vision of what the event will be, including the budget and the scope of the event. The Host Organization, unless otherwise noted, is the organization or individual legally responsible for all fees, requirements, violations and damage to public property that result from the actions of volunteers, staff, participants or event subcontractors during the hours of permitted use.

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NOTES

If you are applying on behalf of a Host Organization, we recommend that you do not list yourself as the Permit

Step 2 – Application. The Special Event Application will require more information depending on the responses in the event details. For each event component, you will need to provide specific details on the corresponding section. The deadline to submit the application is **60 days** before the event.

APPLICATION MENU

- ✓ Host Organization
- ✓ Primary & Onsite Contact
- ✓ Event Information
- ✓ Event Dates & Attendance
- ✓ Event Main Location
- Event Details
 - Admission Based Events
 - Street Closure
 - Race
 - Waterway Activities
 - Tent / Membrane Structures
 - Stages
 - Electricity / Generators / Power
 - Amplified Sound

SPECIAL EVENT PERMIT: TEST APPLICATION
Event Details

Please answer the following questions to provide more information about the components of your event. Each question must be answered in order to submit the application.

Review the [Special Event Planning Guide](#) for additional information.

You have the ability to save your progress and proceed to any section during the application process. Please follow the application menu in the left hand column to navigate to the different sections of the application.

Do you plan to have additional/secondary location(s)/site(s) for your event?
☐ Yes ☒ No

Will the event collect admission or participation fees?
☒ Yes ☐ No

Do you plan to close any City of Columbus streets?

Special Event Application User Manual

Application Review

When the Application status is “Under Review” the collective City staff are in the process of reviewing the application.

APPLICATION REVIEW

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APPLICATION TOOLS

- APPLICATION REVIEW
- COMMUNICATION LOG
- ACTIVITY LOG
- DUPLICATE APPLICATION
- PRINT APPLICATION
- EMAIL PREFERENCES

SPECIAL EVENT PERMIT: SPECIAL EVENT APPLICATION

Application Review

Test Application

Friday December 30, 2022

● Under Review

Application Comments

Details

Permits

Related Applications

Billing

POST COMMENT

▼ Host Organization

▼ Primary & Onsite Contact

▼ Event Information

Under each section of the application you can see which departments need to review, and their current status. You will be able to communicate with City with comments.

▲ ● Event Main Location

Required

VIEW REQUIREMENTS ▼

Main Location / Type

City Park Property

City Park Property

Other Park

Other City Park Property Name

test

Do you plan to use the amenities in the other city park?

No

Event Main Address

1111 East Broad Street, Columbus, OH 43205

CRPD - Special Events

Not Yet Reviewed

Comments and Files:

POST COMMENT

Special Event Application User Manual

Billing

Invoices for some fees are issued directly in the application. Select the “Billing” tab to see active invoices.

The screenshot shows the 'Application Review' page for a 'Test Application' dated Friday, December 30, 2022. The status is 'Under Review'. A red arrow points to the 'Billing' tab in the navigation bar. Below the tabs is a table of invoices.

Date	Invoice #	Bill To	Due Date	Amount	Status	Department
2022-03-30	10066	Test Applicant	2022-03-31	\$100.00	Active	Recreation and Parks Depa..

Below the table are expandable sections: 'Host Organization', 'Primary & Onsite Contact', and 'Event Information'.

The active invoice will show the total balance due, and give you the ability to pay online. Select “Pay Now” to launch the payment processing portal. You can pay with credit cards (for a 3% convenience fee), or with an e-check.

The screenshot shows the 'Billing' page for the same 'Test Application'. A red arrow points to a green 'Pay Now' button. Below the button is a box containing the city logo and contact information, a balance due summary, and invoice details.

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR
Columbus Recreation and Parks Department
Office of Special Events
1111 East Broad Street
Suite 101
Columbus OH, 43205
Office: 614-645-3800

Test Applicant

Balance Due: \$100.00

Invoice #: 10066
Issue Date: March 30, 2022
Due Date: March 31, 2022

Special Event Application User Manual

Permit

After all the reviews are complete and fees paid, the permit will be issued through the application. Select the “Permits” tab to view the permit.

SPECIAL EVENT PERMIT: SPECIAL EVENT APPLICATION
Application Review

Test Application
Friday December 30, 2022

● **Under Review**

Application Comments Details **Permits** Related Applications Billing

There are no permits for this application.

▼ Host Organization