



Samuel J. Alai, Mayor

CITY OF BROADVIEW HEIGHTS
9543 Broadview Road
Broadview Heights, OH 44147
(440) 526-4357

EVENT PERMIT

Owner or Lessee of the Premises: _____

Name of Organization: _____

Address of Organization: _____

Person in Charge: _____ Phone: _____

Address of Person in Charge: _____

No. of People attending: _____

The undersigned on behalf of _____

Hereby makes application for a permit to hold a Public Event at:

Event Set-up indicate the date(s), start, and end time(s) and description for the event set-up. Use the description area to indicate specific information such as construction of tents, stages, fencing, vendor/sponsor load-in, entertainment load-in, sound checks, procession set-up times, etc.

Date(s)	Start time	End Time	Description

Fee: \$50.00

Please send a check or money order payable to the City of Broadview Heights along with the application to:

City of Broadview Heights
Mayors Office – 2nd fl.
9543 Broadview Road
Broadview Heights, OH 44147

Approved by: _____

Permit # _____

Signature: _____

Check # _____

Date: _____

Receipt # _____

EVENT SET-UP DIAGRAM

Any set-up changes after the permit is issued requires approval from the Fire Department