



City Hall Rotunda Use Permit APPLICATION

RENTER INFORMATION

Renter/ Permit Holder: _____

Event Type: ☐ Wedding Ceremony ☐ Wedding Reception
 ☐ Cultural Event ☐ Other: _____

Contact Person: _____ Address: _____

City: _____ State: _____

Email: _____ Zip Code: _____

Home Phone _____ Cell Phone: _____

Taste of Excellence On Site Contact Person: _____

Taste of Excellence On Site Contact Cell Phone: _____

EVENT INFORMATION

Date of Event: _____ No. of Attendees: _____

Rental Period (includes entire time renter requests to utilize the facility including load in, set up, event, and load out). The City Hall Rotunda closes at midnight. Renter/event organizers are expected to conclude event and coordinate load out so they are out of the City Hall Rotunda prior to closing.

Load In / Set Up: from _____ to _____

Event Time: from _____ to _____

Load Out: from _____ to _____

Will MUSIC be played?

____ Yes ____ No / Name and Contact Number of Vendor _____

Type of Equipment _____ / Power Requirements _____

Will VISUAL EQUIPMENT be used?

____ Yes ____ No / Name and Contact Number of Vendor _____

Type of Equipment _____ / Power Requirements _____



City Hall Rotunda Use Permit APPLICATION

Number of Tables _____ / Name of Vendor _____

Number of Chairs _____ / Name of Vendor _____

Will a DECORATOR be used?

___ Yes ___ No / Name and Contact Number of Vendor _____

Special Requirements _____

Will FOOD be served?

___ Yes ___ No / Name and Contact Number of Caterer _____

Will ALCOHOL be served?

___ Yes ___ No / Obtain and provide copy of liquor permit 30 days before event

Will PARKING GARAGE be needed?

___ Yes ___ No / Please Note: Majority of Guests will walk from nearby hotels.
(Valet parking request must be made in writing 30 days in advance)

The person or entity signing the Facility Use Application (the Renter) is responsible for compliance. All Renters must read and agree to the terms of the Facility Use Agreement to use the City Hall Rotunda and adjoining City owned property (collectively, "Facility") for a private special event (Event). To apply for use of the Facility for an Event, complete the blanks in this Application. Please read the Facility Use Agreement carefully and, if in agreement with its terms and fees, sign the signature page of the Facility Use Agreement. A five hundred dollars (\$500.00) non-refundable deposit is required to reserve the date, which is due when submitting the agreement and this application.

Renter – Print Name

Renter – Signature

Date

City Hall Rotunda Use Permit APPLICATION

FEE SCHEDULE

RENTAL: *(total hours must correspond with Event Information - \$1,375 per 4 hours of use)*

8 hours @ \$2,750 _____

4 hours @ \$1,375 _____

Additional Hours: _____

Total Rental Fee: _____

SECURITY *(A Cleveland Police Officer (CPO) is required at the East End Entrance of City Hall for the entire rental period. Requests for use of the second floor will require an additional officer at a minimum of four hours, hours should include setup and clean-up hours for Catering). Cleveland Police Officers are required to maintain the integrity of City of Cleveland property). Rate subject to change and is based on CPO billing rate.*

East End Entrance _____ CPO(s) for _____ Hours @ \$61.00 per hour _____

Second Floor (4hr min) _____ CPO(s) for _____ Hours @ \$61.00 per hour _____

Additional CPO(s) for _____ hours @ \$61.00 per hour \$ _____

Total Security Fee: _____

✓ **WILLARD PARKING** - *Parking arrangements are to be made with the Commissioner of the Division of Parking Facilities and is based on availability*

_____ Willard Surface Lot Rental / Weekends (Saturday or Sunday) @ \$450.00

Total Parking Rental Fee: _____

Renter agrees that they have read and understand all terms and conditions, fee schedules in association with this agreement. Any request for service beyond what is included in this agreement must be presented in writing by the Renter and approved in writing by Director of the Department of Public Works or his/her representative.

Renter – Print Name

Renter – Signature

Date

City Designee – Print Name

City Designee – Signature

Date