

2021 Special Event Policy – 6.2.21

Beginning **Wednesday, June 2**, the Office of Special Events will resume issuing event permits for events on public property. For those organizers who are interested in holding an in-person event in 2021, please begin an [Event Application](#). Organizers will need to follow the application deadline for the permit they are seeking (see below).

Application deadlines are established to allow City departments processing time, coordination of resources, labor and compliance with non-City permit guidelines such as the State's Temporary Liquor Permit. Failure to follow application guidelines will affect the City's ability to process permits. Event permitting policies and information can be found on the [Event Planning Guide](#) webpage.

Application Deadlines:

- Special Event Permit: 60 days
- Race Permit: 60 days
- Block Party Permit: 30 days
- Marine Event Permit: 30 days
- Special Activity Permit (SAP): 7 days

General Information

- All applicants must complete the first page of the online [Event Application](#) by the deadline listed above and receive confirmation of location availability from the Office of Special Events to have a valid reservation.
- Applicants meeting permit requirements will only be issued an Event Permit allowing the event to commence as planned, provided the event can be implemented in compliance with this policy and all Federal, State and Local guidelines.
- The City of Columbus Recreation and Parks Office of Special Events declared a moratorium on any new special events and race events (as defined in the Event Planning Guide) in the downtown area on February 1, 2020, and will continue until further notice. The primary areas affected by this moratorium are Genoa Park, Bicentennial Park, and West Bank Park. This declaration is based construction projects in the area which have drastically reduced the use of surrounding streets such as Washington Blvd., Belle St. & the Town/Rich St. Bridge. Staff will review any pending applications for feasibility, but recommends no new events plan or start an application for this area.

Scheduling

Priority will be given to events in good standing with the City as follows:

1. All events permitted in 2019 maintain priority on their corresponding dates/locations for 2021 (unless an alternate date/location was specifically confirmed by CPRD staff). The Office of Special Events will communicate with all applicants to determine their desire to



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proceed, cancel or reschedule an event before considering any new requests for use of a facility.

2. Any annual event cancelled in 2021 due to COVID-19 will be offered a reservation for the corresponding date/location in 2022. Events seeking to reschedule a 2021 event to a later date in the 2021 calendar year will be given preference on available dates in chronological order. Efforts will be made to reschedule events at their original location. If a location change is necessary the event scope must be appropriate for the venue.
3. Applicants seeking to hold a new/first time event should begin an [Event Application](#), to demonstrate interest in the preferred date and location. Availability is not guaranteed. CRPD staff must verify availability of the desired location prior to confirming a reservation.

If a date and appropriate location have been offered to a new event or rescheduled event, the applicant will be given two (2) business days to confirm interest or the date offered may be released to the next interested party. The Office of Special Events will make all necessary resource materials available online and communicate major updates and changes to those with pending applications.

Revised: 5/28/2021

