



Special Event Application User Manual

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

Special Event Application User Manual

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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.

The screenshot shows the top navigation bar with 'SPECIAL EVENTS' on the left and 'THE CITY OF COLUMBUS ANDREW J. GINTHER, MAYOR' on the right. The main content area has a heading 'The City of Columbus Office of Special Events' followed by a paragraph about the office's mission. Below that is a paragraph stating that starting or submitting an application does not guarantee a permit. Another paragraph mentions a list of parks available for special events. A section titled 'SPECIAL EVENT PERMIT' explains that a permit is issued for events beyond normal use and that the deadline to submit is 60 days prior. A final paragraph lists criteria for requiring a permit.

Account

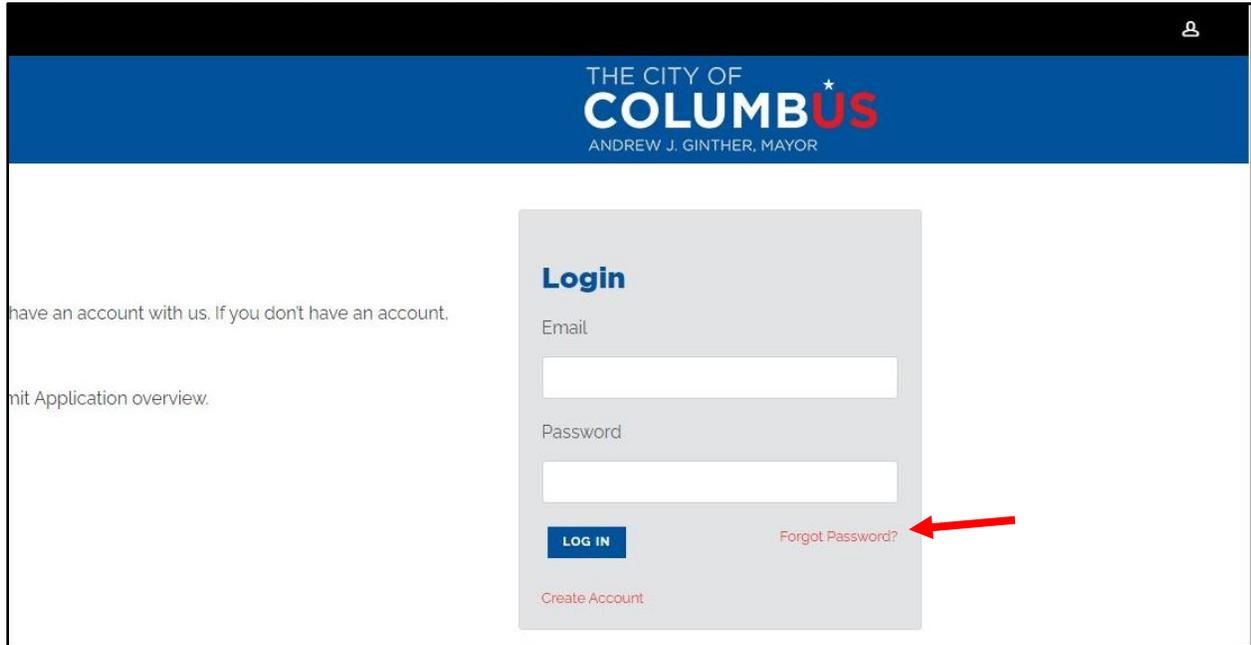
You must create an account to apply for Special Event, Block Party or Film Permits. There are two options to begin the process:

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”

The screenshot shows the 'approval' section of the website. At the top right, there is a user profile icon circled in red, with a dropdown menu containing 'LOGIN' and 'CREATE ACCOUNT' buttons. A red arrow points to the 'LOGIN' button. Below the main content, there is a 'PROCEED TO APPLICATION' button with a red arrow pointing to it. The footer contains the City of Columbus logo and contact information: www.columbus.gov, Event Planning Guide, Event Permit Calendar, SpecialEvents@Columbus.gov, and 614-645-3800.

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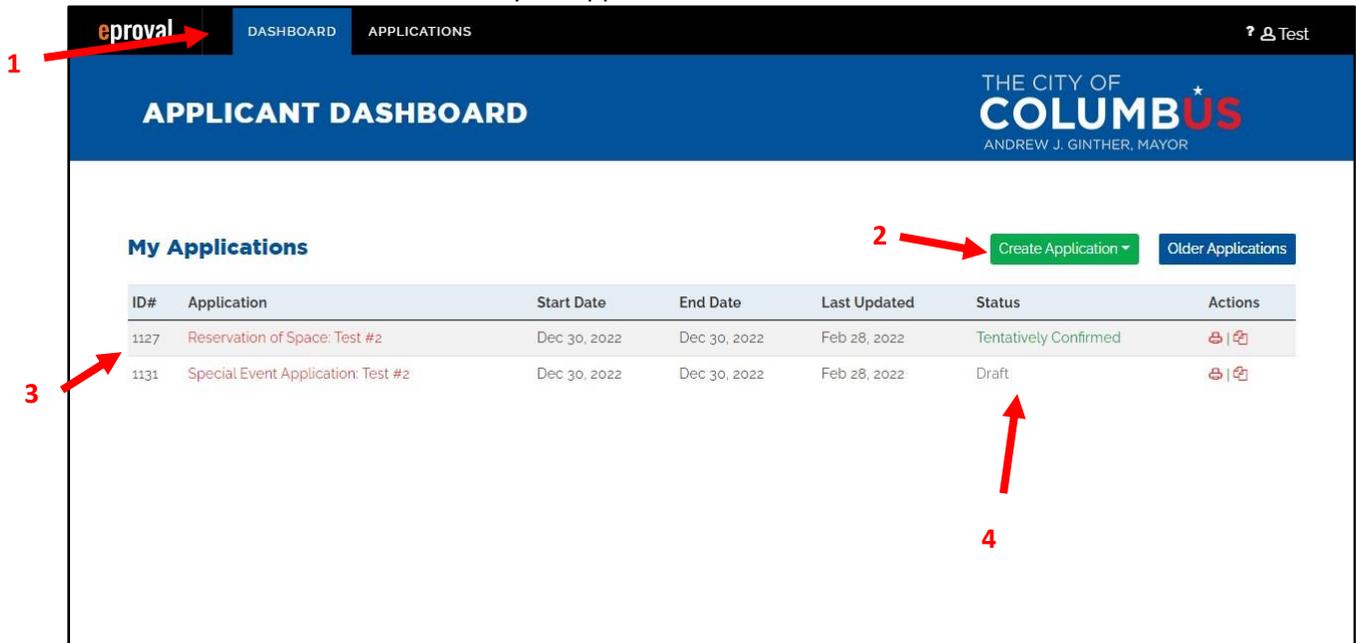
All new accounts will need to verify their email address. You will receive automatic email notifications. Follow the prompts of the email to verify your account. After your account is created, enter you email and password to login. If you ever forget your password, there is an option to re-set.



Dashboard

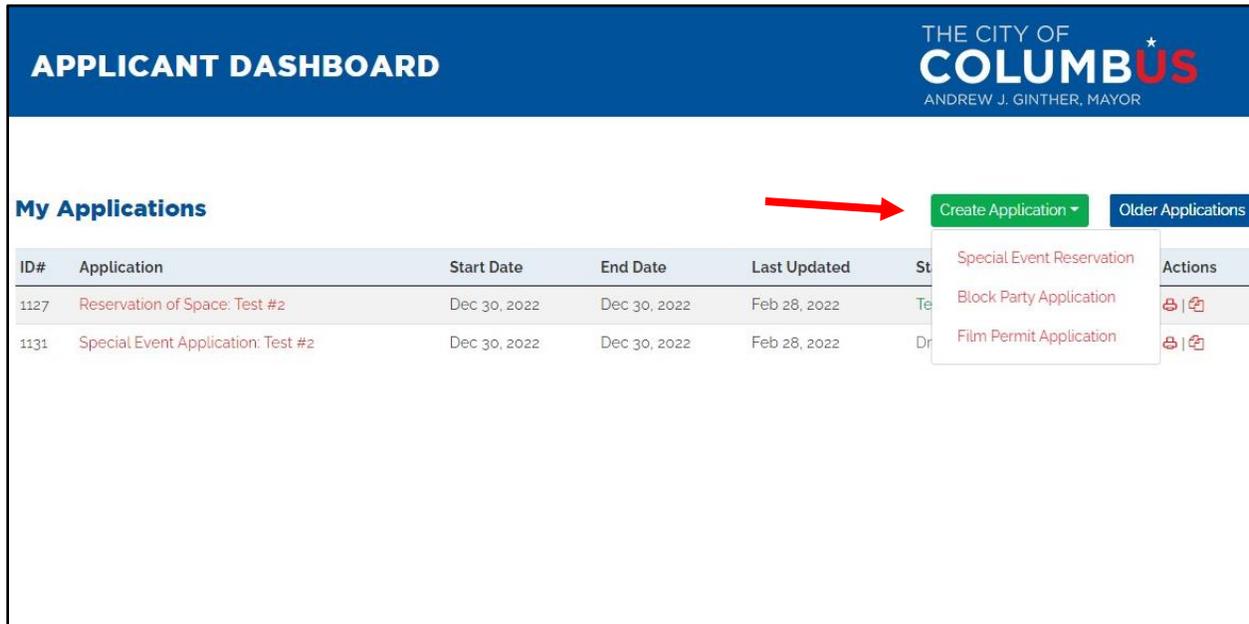
The Dashboard is the primary location to manage your applications

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



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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”.



The screenshot shows the 'APPLICANT DASHBOARD' for 'THE CITY OF COLUMBUS'. The header includes the city name and 'ANDREW J. GINTHER, MAYOR'. Below the header is a 'My Applications' section with a table of applications. A red arrow points to the 'Create Application' button, which has a dropdown menu open showing options: 'Special Event Reservation', 'Block Party Application', and 'Film Permit Application'. The table below has columns for ID#, Application, Start Date, End Date, Last Updated, Status, and Actions.

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	Te	🗑️ 📄
1131	Special Event Application: Test #2	Dec 30, 2022	Dec 30, 2022	Feb 28, 2022	Dr	🗑️ 📄

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 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.



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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.

The screenshot shows the top of the application interface. The header is blue with the text "APPLICATION" on the left and "THE CITY OF COLUMBUS ANDREW J. GINTHER, MAYOR" on the right. Below the header is a white section titled "SPECIAL EVENT RESERVATION: RESERVATION OF SPACE" with a sub-header "Host Organization". On the left is a vertical "APPLICATION MENU" with items: Host Organization, Primary & Onsite Contact, Event Information, Event Dates & Attendance, Event Main Location, Additional Locations, Event Details, and Summary. Each item has an orange exclamation point icon. The main content area is a gray box with the following text:

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 (✓).

The screenshot shows the same application interface as above, but the "APPLICATION MENU" items now have green check marks instead of orange exclamation points. The main content area is the same gray box with the following text:

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 Holder. List the organization and individual responsible for contracting your services as the Permit Holder.

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

The screenshot displays the 'Application Review' interface for a 'SPECIAL EVENT RESERVATION: RESERVATION OF SPACE'. The page title is 'Application Review' and the event is 'Test Reservation Friday December 30, 2022'. The status is 'Submitted', indicated by a brown circle and a red arrow. The interface includes a sidebar with 'APPLICATION TOOLS' (Application Review, Communication Log, Activity Log, Duplicate Application, Print Application, Email Preferences) and a 'STATUS LEGEND' (More Info Needed, Not Yet Reviewed, Under Review, Declined, Approved). The main content area has tabs for 'Application Comments', 'Details', and 'Related Applications', and a 'POST COMMENT' button. Below the tabs are expandable sections for 'Host Organization', 'Primary & Onsite Contact', 'Event Information', and '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.

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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.

The screenshot shows the 'APPLICATION' interface for 'SPECIAL EVENT RESERVATION: RESERVATION OF SPACE'. The header includes 'THE CITY OF COLUMBUS' and 'ANDREW J. GINTHER, MAYOR'. On the left is an 'APPLICATION MENU' with items: Host Organization, Primary & Onsite Contact, Event Information, Event Dates & Attendance, Event Main Location, Additional Locations, Event Details, and Summary. The main content area is titled 'Host Organization' and contains sections for 'HOST ORGANIZATION', 'PERMIT HOLDER', and 'NOTES'. The 'NOTES' section states: '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.

The screenshot shows the 'APPLICATION' interface for 'SPECIAL EVENT PERMIT: TEST APPLICATION'. The 'APPLICATION MENU' on the left has 'Event Details' selected, with sub-items: Admission Based Events, Street Closure, Race, Waterway Activities, Tent / Membrane Structures, Stages, Electricity / Generators / Power, and Amplified Sound. The main content area is titled 'Event Details' and contains instructions: '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.' Below are three questions with radio button options: '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), and 'Do you plan to close any City of Columbus streets?'.

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Application Review

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

The screenshot shows the 'APPLICATION REVIEW' page for a 'SPECIAL EVENT PERMIT: SPECIAL EVENT APPLICATION'. The page header includes the City of Columbus logo and the name of the Mayor, Andrew J. Ginther. On the left, there is a sidebar with 'APPLICATION TOOLS' (Application Review, Communication Log, Activity Log, Duplicate Application, Print Application, Email Preferences) and a 'STATUS LEGEND' (More Info Needed, Not Yet Reviewed, Under Review, Declined, Approved). The main content area shows the application title 'Test Application' for 'Friday December 30, 2022' with a status of 'Under Review'. Below this are tabs for 'Application Comments', 'Details', 'Permits', 'Related Applications', and 'Billing'. A 'POST COMMENT' button is visible. A list of sections to review is shown with expandable arrows: Host Organization, Primary & Onsite Contact, and Event Information.

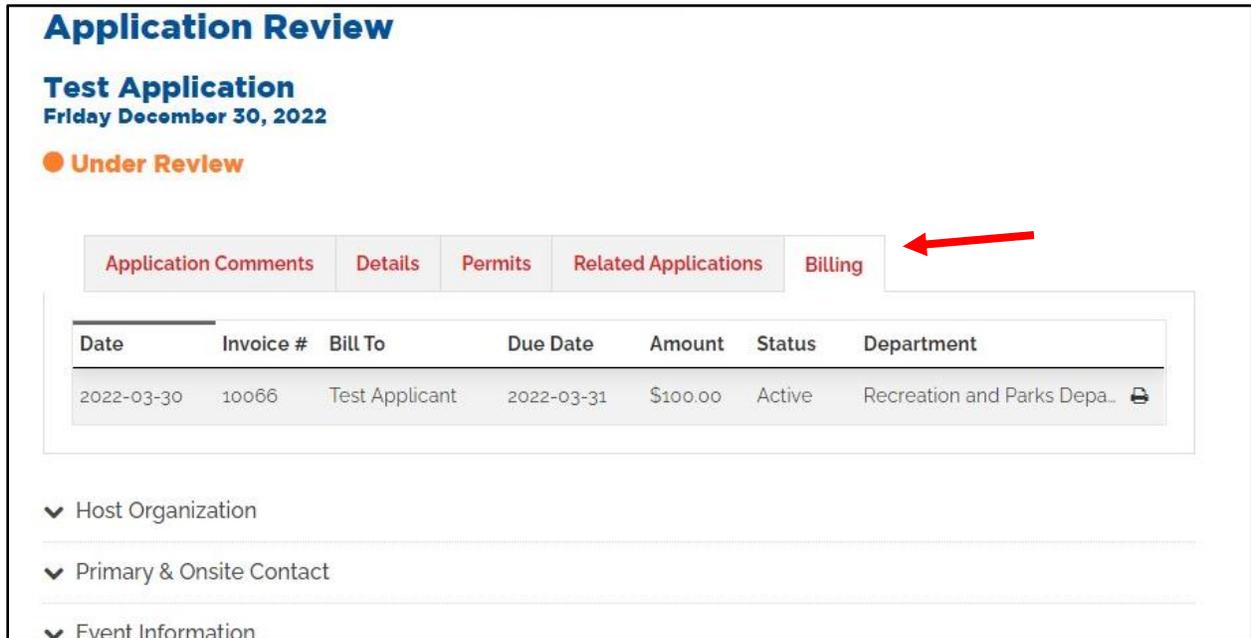
Under each section of the application you can see which departments need to review, and their current status. You will be able to communicate with City with comments.

The screenshot shows the 'Event Main Location' section, which is marked as 'Required'. It includes a 'VIEW REQUIREMENTS' button. The form contains several fields: 'Main Location / Type' (City Park Property), 'City Park Property' (Other Park), 'Other City Park Property Name' (test), and 'Do you plan to use the amenities in the other city park?' (No). The 'Event Main Address' is '1111 East Broad Street, Columbus, OH 43205'. Below the form, a box indicates that 'CRPD - Special Events' has a status of 'Not Yet Reviewed'. At the bottom, there is a 'Comments and Files' section with a 'POST COMMENT' button.

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Billing

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

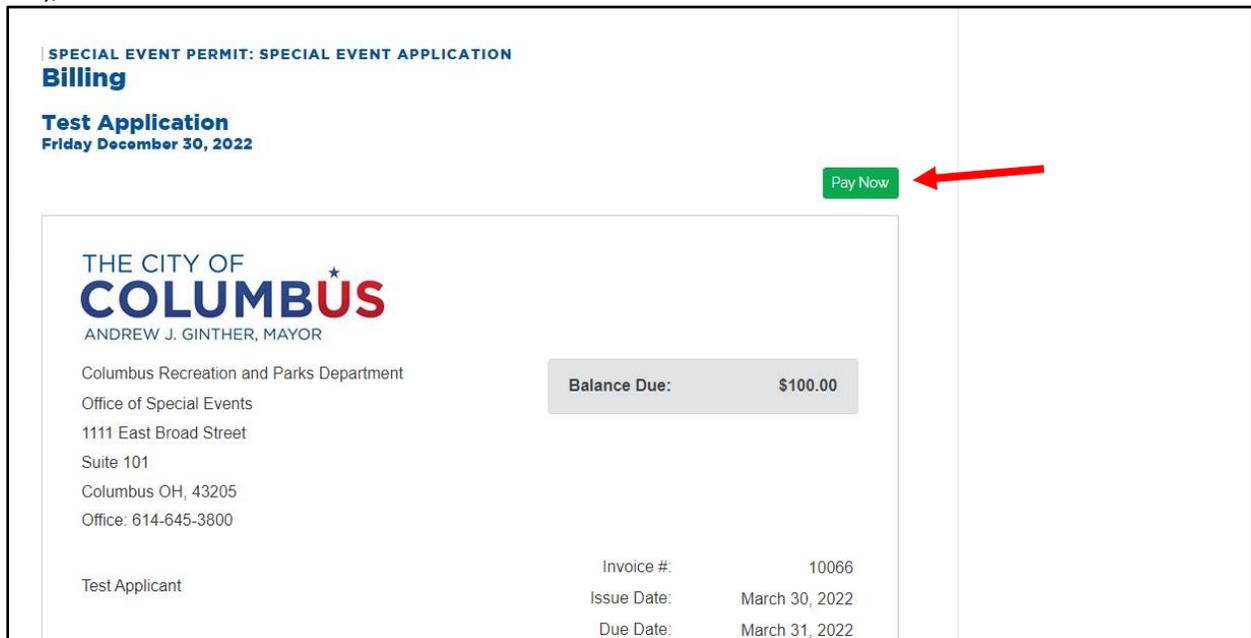


The screenshot shows the 'Application Review' interface. At the top, it says 'Test Application' for 'Friday December 30, 2022' and is 'Under Review'. A navigation bar contains tabs for 'Application Comments', 'Details', 'Permits', 'Related Applications', and 'Billing'. A red arrow points to the 'Billing' tab. Below the tabs is a table with one invoice entry:

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 for '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 'Test Application' on 'Friday December 30, 2022'. It features the City of Columbus logo and contact information for the Recreation and Parks Department. A 'Balance Due: \$100.00' is displayed in a grey box. A green 'Pay Now' button is highlighted with a red arrow. Invoice details are listed at the bottom:

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

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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