

DEFINITIONS

Event

A concert, festival, private function, ceremony, rally, and/or promotional event (weddings, fitness/personal training class or program are not considered events)

Event Coordinator

The person principally responsible for an event and who is authorized to sign permit applications with the City regarding the conduct of an event and coordinating the responsibilities for an event.

Application Fee

Application fee is intended to cover any of the following administrative costs that may apply: Issuing permits, coordinating departmental services, pre/post-event inspections, facility preparation, advance communications, and maintain a comprehensive events calendar.

Expediting Fee

An expediting fee is an additional processing fee required for all event applications submitted after the submission deadline. An expediting fee will only be assessed if it is determined that the City of Columbus can process the permit request without creating an undue hardship on local business, residents or departmental staff. Expedited permits are an exception not a rule.

Certificate of Insurance

A Certificate of Insurance is the standard insurance industry form known as the ACORD 25 Certificate of Liability Insurance that is obtained from the insurance carrier.

For-Profit Organization

An entity that exists primarily to generate a profit and benefit its owners/employees.

Non-Profit Organization

An entity that exists to provide a particular service to the community and has been recognized by the Internal Revenue Service. A copy of the IRS tax determination letter may be required. A non-profit organization may contract with a professional event company to represent the non-profit organization and still qualify for non-profit fees.

Gated Event

Gated events are publicly advertised activities that are open to the public but restrict the general public's access to a park or event site, by either physical barriers or temporary structures. A participant fee, ticket or donation is required to access all or portion of a park or event site, which is designated exclusively for that event.

Private Event

Private Events are those where access to a park or event site is restricted to invited guests only..

Public Event

An event that is free and produced by a non-profit organization.

Set-Up

Defined as all times/dates during regular park hours (7am-11pm) when event preparation takes place in a park.

Tear-Down

Defined as all times/dates during regular park hours (7am-11pm) when event clean-up takes place in a park.