

Festival Tent Registration

For Public Festivals Only & Limited to 5 Calendar Days in Duration

757 Carolyn Avenue, Columbus, Ohio 43224

Phone: 614-645-6090 • Fax: 614-645-0082 • www.bzs.columbus.gov

ALL FEES ARE NON-REFUNDABLE • Please type or print all information

Public Festival Information:

_____ Festival Name

Open to Public? YES NO

_____ Festival Site Address

_____ Zip

_____ Tax District/Parcel Number**

_____ Festival Run Date(s)

_____ Festival Set Up Date

_____ Festival Tear Down Date

Owner of Record of Festival Site:

_____ Name

_____ Street Address

_____ City, State, Zip

_____ Telephone Number/Ext.

_____ Fax Number

_____ E-Mail Address

Public Festival Organizer / Applicant:

_____ Name

_____ Street Address

_____ City, State, Zip

_____ Telephone Number/Ext.

_____ Fax Number

_____ E-Mail Address

_____ Signature

_____ Print Name

_____ Date

Tent Information	No. of Tents
All tents 2,000 sq. ft. & over (building permit required ¹)	
All tents from 200 sq. ft. up to 2,000 sq. ft.	
Total Number of Tents Proposed for Site:	

Please include the following with your application.
 • 3 copies of flame retardant certificates
 • 3 copies of site plans

Electrical Information:

Will manufactured electrical assemblies be used? Y N*

*If no, an electrical permit is required². The attached electrical permit application must be completed by an electrician registered to work in the City of Columbus.

Will a generator be used? Y N

If Yes: Will the generator be used as a power source to provide power to other distribution panels? Y* N

*If yes, an electrical permit is required². The attached electrical permit application must be completed by an electrician registered to work in the City of Columbus.

Contractor's Emergency Festival Contact Person: _____

_____ Emergency Contact Phone Number

_____ Alternate Phone Number

_____ E-Mail Address

¹ Building permit fee included in Festival Registration fee

² Electrical permit fee included in Festival Registration fee

Please make checks payable to the Columbus City Treasurer