

Date: 8/7/2024

To: Mayor and Members of City Council 202401731  
From: Sheryl M. M. Long, City Manager  
Subject: **SPECIAL EVENT PERMIT APPLICATION: (18<sup>th</sup> Annual Hats Off Luncheon)**

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In accordance with Cincinnati Municipal Code, Chapter 765; (Cincinnati Parks Foundation) has submitted a Special Event Permit Application Form to the Chief of Police. The Special Event Permit Application has been reviewed by the following department(s): (Cincinnati Police Department, Fire Department, Health Department, Parks Department, Department of Building and Inspections, Department of Community and Economic Development, Department of Finance, Department of Public Services, and Department of Transportation and Engineering). There are no objections to issuing the Special Events Permit.

The particulars of the requested event are as indicated:

EVENT NAME/TITLE: 18th Annual Hats Off Luncheon  
EVENT SPONSOR/PRODUCER: Cincinnati Parks Foundation  
CONTACT PERSON: Jennifer Devine  
LOCATION: Smale Riverfront Park  
DATE(S) AND TIME(S): 10/04/2024 11AM to 3PM  
EVENT DESCRIPTION: Largest annual fundraising event for the Cincinnati Parks Foundation. This event hosts up to 1,000 total attendees in Smale Riverfront Park for a champagne reception, luncheon, and post-party taking place from 11a-3p in effort to raise funds in support of our foundation and Cincinnati Parks.  
ANTICIPATED ATTENDANCE: 1,000  
ALCOHOL SALES:  YES.  NO.  
TEMPORARY LIQUOR PERMIT HOLDER IS: (Cincinnati Park Board Sawyer Point Smale F8 on file)

cc: Colonel Teresa A. Theetge, Police Chief