

Date: 11/10/2021

To: Mayor and Members of City Council 202103062  
From: Paula Boggs Muething, City Manager  
Subject: **SPECIAL EVENT PERMIT APPLICATION: Light up the Square**

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In accordance with Cincinnati Municipal Code, Chapter 765; 3CDC 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: Light up the Square  
EVENT SPONSOR/PRODUCER: 3CDC  
CONTACT PERSON: Chelsea Brown  
LOCATION: 520 Vine Street (Fountain Square)  
DATE(S) AND TIME(S): November 26th, 2021 5:00PM to 11:30PM  
EVENT DESCRIPTION: Party to celebrate the lighting of the Holiday Tree on Fountain Square  
ANTICIPATED ATTENDANCE: 15,000  
ALCOHOL SALES:  YES.  NO.  
TEMPORARY LIQUOR PERMIT HOLDER IS: The F8 on Fountain Square permits sales on 5<sup>th</sup> Street.

cc: Colonel Eliot K. Isaac, Police Chief