

Date: 6/3/2026

To: Mayor and Members of City Council 202601684
From: Sheryl M. M. Long, City Manager
Subject: **SPECIAL EVENT PERMIT APPLICATION: Inclusive Hospitality Food Trucks**

In accordance with Cincinnati Municipal Code, Chapter 765; Zachary Kelley 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: Inclusive Hospitality Food Trucks
EVENT SPONSOR/PRODUCER: Fountain Square Management Group LLC
CONTACT PERSON: Zachary Kelley
LOCATION: 4 East Fifth Street
DATE(S) AND TIME(S): 07/24/2026 4:00pm—07/26/2026 10:00pm
EVENT DESCRIPTION: Food trucks in the Fountain Square loading zone to enhance Fountain Square CMF event.
ANTICIPATED ATTENDANCE: 1,000
ALCOHOL SALES: YES. NO.
TEMPORARY LIQUOR PERMIT HOLDER IS: Fountain Square Management Group LLC

cc: Lieutenant Colonel Adam D. Hennie, Interim Police Chief