

Date: 10/11/2023

202302114

To: Mayor and Members of City Council  
From: Sheryl M. M. Long, City Manager  
Subject: **SPECIAL EVENT PERMIT APPLICATION: (Light up the Square)**

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In accordance with Cincinnati Municipal Code, Chapter 765; (Cincinnati Center City Development Corp (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: Alex Mangas  
LOCATION: Fountain Square 520 Vine St.  
DATE(S) AND TIME(S): 11/24/23 6:00pm to 9:00pm  
EVENT DESCRIPTION: Cincinnati's annual tree lighting ceremony - an evening with live music, special appearance by Santa Claus and a dazzling fireworks display.  
ANTICIPATED ATTENDANCE: 5,000  
ALCOHOL SALES:  YES.  NO.  
TEMPORARY LIQUOR PERMIT HOLDER IS: (FTSQ F-8)

cc: Colonel Teresa A. Theetge, Police Chief