

Date: September 10, 2025

To: Mayor and Members of City Council 202501626
From: Sheryl M. M. Long, City Manager
Subject: **SPECIAL EVENT PERMIT APPLICATION: UC's CCE Community Partner Fair**

In accordance with Cincinnati Municipal Code, Chapter 765; Emily Collon 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 Fire Department, Metro, Cincinnati Police Special Events Unit, Traffic and Engineering Department, Traffic and Road Operations Department and The Health Department. There are no objections to issuing the Special Events Permit.

The particulars of the requested event are as indicated:

EVENT NAME/TITLE: UC's CCE Community Partner Fair
EVENT SPONSOR/PRODUCER: University of Cincinnati
CONTACT PERSON: Emily Collon
LOCATION: 2633-2726 Short Vine St
DATE(S) AND TIME(S): 9/19/2025 1000-1400
EVENT DESCRIPTION: The Community Partner Fair will close Short Vine Street from the intersection at Daniels Street to Charlton Street. This event is designed to be in the community and partner with local businesses to support the connection and bridge between UC students and the surrounding community of Uptown. Tables and chairs for community partners and vendors throughout the street (6 ft tables, 1 ft gap between each, 2 chairs per table). We will have a platform (already exists) next to LaRosa's for music with check-in tables where attendees are encouraged to stop to get information about the fair and available resources. In addition, we are partnering with Metro to have buses of entertainment or showcases (indicated on site map) and provide information about utilizing Metro to navigate the city. No barricades along the street except where the street closures are indicated for car and pedestrian safety.

ANTICIPATED ATTENDANCE: 1000
ALCOHOL SALES: ☐ YES. ☒ NO.
TEMPORARY LIQUOR PERMIT HOLDER IS:

cc: Colonel Teresa A. Theetge, Police Chief