

Date: 8/7/2024

To: Mayor and Members of City Council 202401729
From: Sheryl M. M. Long, City Manager
Subject: **SPECIAL EVENT PERMIT APPLICATION: Westwood 2nd Saturday Feast**

In accordance with Cincinnati Municipal Code, Chapter 765; Kevin Tolan 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, Cincinnati Police District One, 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: Westwood 2nd Saturday Art Show & Wine Festival
EVENT SPONSOR/PRODUCER: Westwood Works Inc
CONTACT PERSON: Kevin Tolan
LOCATION: Westwood Town Hall
DATE(S) AND TIME(S): 8/10/24 1700-2200 hours
EVENT DESCRIPTION: Community event to celebrate Westwood
ANTICIPATED ATTENDANCE: 900
ALCOHOL SALES: YES. NO.
TEMPORARY LIQUOR PERMIT HOLDER IS: To be determined

cc: Colonel Teresa A. Theetge, Police Chief