



**Cleveland Cultural Gardens  
Special Use Permit Application**

Phone: 216.664.2484 • Email: [specialevents@clevelandohio.gov](mailto:specialevents@clevelandohio.gov) • Fax: 216.420.8122

**HOW TO APPLY**

- ▶ Contact the Office of Special Events for available dates at the Cleveland Cultural Gardens. Permit applications can be obtained in-person, by email, or fax. Please note: Inquiries for the Rockefeller Park Greenhouse must contact Greenhouse staff directly at 216-664-3103.
- ▶ Permit applications must be submitted at least ten (10) business days prior to the event date. Applicants must read the rules and regulations for property/facility use and sign/date the agreement. Failure to sign the agreement may be cause for denying permit request.
- ▶ Fees for the Use of the City of Cleveland's Cultural Gardens are as follows:
  - City of Cleveland Residents
    - Photo Shoot Only (a maximum of 4 hours) \$75.00
    - Wedding Ceremony and Photo Shoot (a maximum of 4 hours) \$150.00
  - Non-City of Cleveland Residents
    - Photo Shoot Only (a maximum of 4 hours) \$100.00
    - Wedding Ceremony and Photo Shoot (a maximum of 4 hours) \$175.00
- ▶ Full payment is due at the time of reservation. The fee is only payable by money order, or cashier's check. Make all checks payable to the **City of Cleveland**. If the event is cancelled for any reason, more than ten (10) business days prior to the scheduled event, the Permit Holder will be fully refunded. Please note: refunds can take up to six (6) weeks to process.
- ▶ Approved Special Use permits are distributed via email or front desk pick up at the Special Events Office.

**EVENT PLANNING INFORMATION**

- ▶ **Rehearsals:** The Permit Holder should call at least ten (10) business days prior to their event to schedule a rehearsal, if applicable. Rehearsals are allowed one (1) hour, Monday through Thursday, based on availability. Friday rehearsals may be scheduled, unless event venue is unavailable.
- ▶ **Setup/Teardown Time:** The setup and teardown times will be indicated on your Permit. You are only allowed to occupy your permitted space during approved hours. The permitted area must be cleaned and vacated by the end of your agreed time, unless otherwise approved by the Director of Public Works.
- ▶ **Decorations & Displays:** Equipment and decorations are the responsibility of the Permit Holder. Staking in the ground; and the use of nails, tacks or tape that may damage the property/facility is strictly prohibited. The following items are prohibited from the Cultural Gardens: no releasing balloons or birds; throwing rice, birdseed, or flower petals. No open flame, glitter, or confetti. Please do not place decoration or lights on garden displays (including trees, flowers, bushes, plants, and garden structures such as fountains, archways or artwork). The repair cost for any damage that occurs during the permitted hours will be charged to the Permit Holder.
- ▶ **Food & Beverage:** Alcohol is prohibited from the Cleveland Cultural Gardens. Any food served on the property may require special permitting and/or inspection of these items and the areas from the Cleveland Department of Health.



**CITY OF CLEVELAND**  
Mayor Justin M. Bibb

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**City of Cleveland  
Department of Public Works**  
Office of Special Events  
Cleveland Public Auditorium  
500 Lakeside Avenue  
Cleveland, Ohio 44114

Hours of Operations: 9:00am – 5:00pm Weekdays

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**PERMIT APPLICATION INFORMATION**

- ▶ This application is only a request to use the property/facility and in no way should be considered a permit approval. All requests for facility use must be approved by the Director of Public Works before a permit is issued.
- ▶ Permit applications must be received at least ten (10) business days prior to event date and the applicant must read the rules and regulations for property/facility use and sign/date the agreement. Failure to sign the agreement may be cause for denying permit request.
- ▶ Submit completed application in person or mail or fax to the address above.

APPLICANT INFORMATION				
APPLICATION DATE	APPLICANT NAME	EMAIL ADDRESS	ORGANIZATION/GROUP NAME (IF APPLICABLE)	
STREET ADDRESS		CITY	STATE	ZIP CODE
HOME PHONE	CELL PHONE	WORK PHONE	FAX NUMBER	

EVENT INFORMATION			
LOCATION REQUESTED (Please list First and Second Garden Choices)			
EVENT DATE	NUMBER OF GUESTS	CLEAN-UP TO BE PROVIDED BY	SECURITY TO BE PROVIDED BY
EVENT START TIME	EVENT ENDING TIME	LOAD-IN/SETUP TIME	LOAD-OUT/TEARDOWN TIME
EVENT TYPE <input type="checkbox"/> WEDDING CEREMONY <input type="checkbox"/> PHOTO SHOOT <input type="checkbox"/> CULTURAL EVENT <input type="checkbox"/> OTHER:			
Event Description - List any equipment (archways, portable restrooms, tents, generators, etc.) That will be set up for the event.			
Sanitation Plan (Describe your clean up and hand hygiene plans.)			



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#### RULES & REGULATIONS FOR USE OF PROPERTY/FACILITY

*The following rules apply to all groups or person(s) using properties under the jurisdiction of the Department of Public Works.*

- 1) If during the course of any event or activity for which the Department has granted a permit, the activities of any participant(s) or spectators(s) has become abusive or destructive to Department property or equipment, or have become adverse to the intent for which the permit has been granted, the Department reserves the right to immediately adjourn such event or activity.
- 2) Special use permits may be denied or revoked by the Director of the Department of Public Works when the use of property authorized under the permit is used for any purpose other than permitted function, when there has been a violation of these regulations, or when the Director determines that the proposed activity is not in the best public interest.
- 3) All department facilities/properties must be left in a clean and orderly condition at the conclusion of any event. Cleveland Department Public Works personnel will conduct an inspection after use of site. If found damaged and/or unclean, applicant or organization will be billed for any and all costs incurred by the Department as a result of group's activity.
- 4) No alcoholic beverages permitted on grounds.
- 5) No gambling permitted.
- 6) Music or sound must be kept at a volume that does not interfere with others.
- 7) Vehicles are allowed in designated parking areas ONLY. NO PARKING ON GRASS OR WALKWAYS.

I have read and agree to abide by all rules and regulations stated above.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY, DO NOT FILL IN BELOW**

PERMIT NUMBER	FEE	Date Mailed, Emailed or Picked Up (Circle One) :
APPLICATION COMPLETED BY		