



GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
PERMIT FOR USE OF REAL ESTATE FOR SPECIAL EVENT

Full name of legal entity or person sponsoring or promoting the proposed activity:

- Type of entity: Individual, For-profit corporation, partnership or LLC, Not-for-profit 501(C)(3) entity, Government entity

Entity's mailing address:

Contact name:
Contact phone number:
Contact email address:

On site contact for day of event: Name, Mobile Telephone, E-mail address

Full name of legal entity or person conducting the proposed activity:

RTA facility or property that is being requested for the proposed activity:

Specific area of this facility or property in which the proposed activity is planned. THIS ACTIVITY MAY NOT TAKE PLACE ON A PLATFORM OR VEHICLE:

Does proposed activity request use of the Walkway to Gateway: [Yes / No]

Does proposed activity request use of RTA vehicles: [Yes / No]

Detailed description of the proposed activity:

Is this a commercial activity? [Yes / No]

Is this a free speech activity? [Yes / No]

Date(s) of requested use: \_\_\_\_\_

Time of requested use: Start: \_\_\_\_\_ End: \_\_\_\_\_

Number of persons to be engaged in the proposed activity: \_\_\_\_\_

Description of any handbills, leaflets, circulars, or other printed material that are proposed to be distributed: \_\_\_\_\_

Description of any commercial products, giveaways, prizes, or other items that are proposed to be distributed: \_\_\_\_\_

Specify any equipment, tables, chairs or other physical things that will be brought to the RTA facility or property for the proposed activity: \_\_\_\_\_

Is security needed for the proposed activity? [Yes / No]

Is food service planned for the proposed activity? [Yes / No]

Are alcoholic beverages planned to be served at the proposed activity? [Yes / No]

Will tickets be sold to the proposed activity? [Yes / No]

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**What you need to do next:**

1) Read the attached Terms & Conditions. Call GCRTA's Property Manager, Jim Reed with any questions at 216-356-3291.

2) Contact your insurance agent and request that they put the required insurance in place (see attached Terms & Conditions). The agent may email the Certificate of Insurance directly to: [James.Reed@gcrt.org](mailto:James.Reed@gcrt.org).

3) Sign this Application on page 3 as indicated.

4) Submit a check for the \$50 permit application fee in the name of "RTA." We do not accept cash payments. Note: This permit fee is **non-refundable** even if the special use request is denied.

Please submit application a minimum of two (2) weeks prior to event date to allow time for processing.

Please submit **payment, completed application form, and Certificate of Insurance** to:

GCRTA  
Attn: Property Manager  
1240 W. 6<sup>th</sup> Street  
Cleveland, OH 44113

OR: James Reed, Property Manager  
[James.Reed@gcrt.org](mailto:James.Reed@gcrt.org)

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ACCEPTANCE OF THIS PERMIT APPLICATION IS SUBJECT TO THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY'S ("GCRTA") PERMIT APPLICATION TERMS AND CONDITIONS (attached).



GCRTA permit terms and conditions in effect on the date of execution ("Permit Terms") are hereby incorporated by reference. By submitting the Permit Application, the Permit Applicant acknowledges and agrees to, in whole, the Permit Terms.

**Applied for and terms accepted by:**

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS PERMIT HAS BEEN APPROVED:**

**Greater Cleveland Regional Transit Authority**

By: \_\_\_\_\_

India L. Birdsong Terry  
General Manager, Chief Executive Officer

Date: \_\_\_\_\_

**APPROVED AS TO LEGAL FORM AND CORRECTNESS**

\_\_\_\_\_  
Janet E. Burney, General Counsel  
Deputy General Manager for Legal Affairs



## PERMIT APPLICATION TERMS & CONDITIONS

### General:

GCRTA reserves the right to deny any special events usage request

### Permit Application Fee:

To apply for a special events permit, all interested persons and/or parties must submit a Permit Application along with a non-refundable \$50.00 Permit Application Fee. The Application Fee is non-refundable even if the special use request is denied.

### Usage Fee(s):

- In addition to the Application Fee, the following Special Events Rental Rates for use by for-profit entities or for-profit activities are applicable.
- Special Events Rental Rates, excluding the Application Fee, are waived for not-for-profit and government entities, except when the facility requested is the Walkway to Gateway and the Walkway would not already be open for a regularly scheduled event. This is due to the costs of GCRTA Transit Police and maintenance staff.
- In addition to the below fee, the Special Event Sponsor must use GCRTA police for any required security and reimburse GCRTA for the costs thereof. Also, the Sponsor must reimburse GCRTA for any cleanup costs and for any damage incurred.

<u>Facilities</u>	<u>Individual / For-Profit Rate</u>	<u>501(c)(3)/Gov't Rate</u>
Stations/Rotunda at Tower City	\$60.00 per hour	\$0
Garages	\$60.00 per hour	\$0
Meeting Rooms/Boardroom	\$60.00 per hour	\$0
Parking Lots/Loops	\$50.00 per hour	\$0
Green Space/Park Area	\$50.00 per hour	\$0
Rail Car - 4 hour minimum	\$400.00 per hour	\$250.00 per hour
Walkway at Tower City	\$200.00 per hour	\$75.00 per hour
Bus – 3-hour minimum	Contact Service Management Dept for current Fee schedule	

*These rates are subject to increase at any time.*

### Insurance:

Event Sponsor must agree to hold the GCRTA harmless from any liability resulting from the event and shall obtain general liability insurance, which names GCRTA as an additional insured, in an amount not less than one million dollars (\$1mil), unless otherwise agreed upon by GCRTA's Risk Management Department and stated on the Permit.

## **Time, Place, and Manner Restrictions:**

### Time/Place:

- The permit activity may only be conducted in the area specifically prescribed in the permit. Except for approved film/photography activities, in no circumstance shall a permit be issued for activity on transit platforms or “in revenue service” transit vehicles.
- Special events are limited to passenger facilities such as: transit stations, parking lots, green space parks, walkways, the Board room, meeting rooms, district bus garages, and stations.
- Filming and photography shoots are permitted on GCRTA vehicles, stations, platforms and other areas open to the public, except during rush hours. Due to safety concerns, all filming and photography must take place while seated if the vehicle is moving. Special Event Rental Rates, as stated above apply.

### Manner:

- Use of a facility or real property cannot cause undue disruption to GCRTA operations, customers or employees.
- Gambling is strictly prohibited on GCRTA’s real property or at its facilities.
- Alcoholic beverages may be served on GCRTA property or its facilities if the person, persons or group sponsoring the special event obtains a special events liquor license from the local municipality and provides a copy of the special events liquor license and the certificate of insurance, that must additionally include the specific liquor liability, to GCRTA thirty (30) days prior to the special event. The person, persons or group sponsoring the special event (and designated as the responsible person or party on the Permit) must provide the alcohol for the affair; B.Y.O.B. (bring your own bottle) is prohibited.
- Food service is permitted provided the Special Events Sponsor obtains any required permit(s) prior to the event occurring and provides a copy of the permit to GCRTA for final approval.
- No glass bottles or containers are allowed on the outdoor premises.
- Smoking is strictly prohibited inside any GCRTA facility.
- Putting up decorations or signage on any walls (plastered or painted) is prohibited unless approved in writing by GCRTA prior to the special event.

### **Miscellaneous:**

- The Special Events Permit is not assignable.
- The requirements of any applicable laws, contracts or agreements GCRTA has entered into associated with a facility will take precedence over provisions of this policy whenever appropriate in a given situation.
- Ticket, food, or beverage sales are prohibited on GCRTA property or in its facilities. Tickets must be sold prior to the start of the special events and a sample ticket must be submitted to GCRTA thirty (30) days prior to the special event for final approval by GCRTA.
- All special event permits issued by GCRTA to a person, persons or group must be used for the purpose or function stated in the agreement with GCRTA and on the permit.
- The person, persons, or group sponsoring the special event is responsible for anyone attending the special event and for the enforcement of the Rules and Regulations set by GCRTA, its Transit Police or the local municipality.
- The person, persons, or group sponsoring the special event is responsible for the cleaning and bagging of all perishable items such as foodstuff and beverages at the conclusion of their affair.