



City of Cleveland
Justin M. Bibb, Mayor

Office of the Mayor
Cleveland City Hall
601 Lakeside Avenue, Room 202
Cleveland, Ohio 44114
216/664-3990 • Fax: 216/420-8766
www.clevelandohio.gov

GUIDELINES **CITY HALL ROTUNDA**

- The Director of Public Works is authorized to allow the rental of the City Hall Rotunda by private parties after normal business hours and on weekends, provided said parties secure a permit from the Director under Section 131.07 and pay the fee specified in division (b) of this section;
- Rental rates for the Rotunda shall be based on a four (4) hour increments. The Director of Public Works shall assess and collect the following fees for the rental of the City Hall Rotunda;
- The City Hall Rotunda closes at 12:00 am. All events shall end by 11:30 p.m. at the latest;
- When a private party obtains banquet food and beverage service from person or firm under contract with the City to provide concession services in the Rotunda. Rental of the Rotunda shall be included in the price that the private party pays for such concession service, and or other charges for rental shall be imposed;
- The person or entity signing the Facility Use Agreement (the “Renter”) is responsible for compliance with this agreement
- Net proceeds from fees collected from the rental shall be deposited into the fund or funds which are designated for use of the Office of Special Events and Marketing;
- All renters must read and agree to the terms of the Facility Use Agreement to use the City Hall Rotunda and adjoining City owned property (collectively “Facility”) for a private special event (“Event”);
- All applicants are required to read the Facility Use Agreement carefully and, if in agreement with the terms, sign the signature page of the Facility Use Agreement
- To obtain a permit for the use of City Hall Rotunda, Applicant must fill out the City Hall Rotunda Use Permit Application. This application can be acquired via the City of Cleveland Website or by contacting the Office of Special Events at (216) 664-2484.



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- Once the application is received, the Special Events Office will confirm the applicants requested date of availability;
- Special Events requires a minimum of twenty-one (21) days to process an application. Once the application has been processed through the system and given a permit number, it is then emailed or mailed to the applicant;
- All fees must be paid by certified check or money order within fourteen (14) days prior to the scheduled event;
- A non-refundable deposit of five hundred dollars (\$500.00) is required to secure the City Hall Rotunda. Balance is due fourteen (14) days prior to the event.
- Renters shall procure and maintain general liability insurance for the liability assumed in the preceding paragraph in the amount of \$1,000,000.00 (one million dollars) per occurrence. Such insurance shall identify the City of Cleveland officers, employees, and agents as additional insured for the event;
- Applicant layout/floor plan shall be submitted **14 days** prior to the date of the event
- There will be no decorations permitted on the walls or columns of the City Hall Rotunda;
- Clean up is the responsibility of the Applicant and/or Caterer.