

CITY OF

# OBERLIN

## SPECIAL EVENTS APPLICATION AND PERMIT PACKET



Conducting a Special Event in Oberlin?

Would you like to host a Special Event in the City of Oberlin? Successful events depend on good planning. This Special Events Packet provides instructions to guide and assist you in the preparation and processing of your Special Event Permit. Several City, County and State agencies have an interest in your special event



The type of event and the kinds of activities you are planning determines which agencies you may need to contact.

Remember, you may also need other permits from other agencies such as Lorain County Health Department, Ohio Division of Liquor Control, or the Fire Department.



Please read all of the Information packet and instructions before you begin completing the application form.

Most common questions will be answered as you read through all the information. After reading all the information packet, if you still have questions, you may contact City Hall at:

440/ 775-1531

This application form and all pertinent documents must be brought in person to:

Oberlin City Hall  
85 South Main Street  
Monday – Friday, 8 am – 5 pm



There are no shortcuts to the processing of an application for a Special Events Permit!

Please print the Special Events Permit Packet in its entirety!

## INSTRUCTIONS

These instructions are to assist the applicant/organizer in the scheduling and planning of the special event. We have designed the application form, the procedure for filing the application and the payment of fees to be as simple as possible. We are available to assist you if you need help in planning or completing the permit application for the event.

**Applicant/Organizer will need a special event permit if the event falls under one or more of the following criteria:**

1. An athletic event such as a 5/10K run, marathon, bicycle race or fundraising walk that uses a city street, sidewalk, alley, or other street right-of-way, that obstructs, delays or interferes with the normal flow of vehicular or pedestrian traffic, or does not comply with traffic laws and controls.
2. A block party, that requires a closure of a street or portion of a street to vehicular traffic.
3. A street fair, circus, farmer's market, street market, art and craft show, exhibition (i.e. car show, air show), carnival, festival, indoor or outdoor musical concert, or other social event or gathering that takes place on a city street, sidewalk, alley or other street right-of-way, or city facility and/or:
  - a. That is likely to obstruct, delay or interfere with the normal flow of vehicular or pedestrian traffic;
  - b. Whose participants are likely not to comply with traffic laws and controls;
  - c. That involves the use of, or impacts upon other public property or facilities and the provision of public safety services in the response thereto.
4. For private or small social events in city parks, please complete the Application for Park Use form only.

To visit the City of Oberlin website at [www.cityofoberlin.com](http://www.cityofoberlin.com) Print a hard copy of the entire Application Packet and the applicant/organizer should bring the entire Application Packet in person to the City Hall. You may also obtain a blank Special Event Application Packet at Oberlin City Hall:

**City of Oberlin  
85 South Main Street  
Oberlin OH 44074**

Following this procedure will expedite the process. If you need assistance in obtaining or completing an application, please contact City Hall at (440) 775-1531.

The *completed* application, along with the *non-refundable* permit application fee(s), must be submitted to Oberlin City Hall not less than sixty (60) calendar days, but no more than (12) months, before the event date. The permit application fee is established by resolution of the City Council and may not be waived. (Payment can be made by check or money order only. No cash payments will be accepted).

In addition to completing the application form, and paying the non-refundable permit application fee, applicant/organizer is required to furnish insurance information before receiving the Special Event Permit. This includes, but is not limited to:

1. Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence.

The following two documents are required and must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:

- A. List as the Certificate Holder:  
City of Oberlin  
85 South Main Street  
Oberlin OH 44074
- B. Additional Insured Endorsement containing the following wording:  
"The City of Oberlin, its officers, employees and agents are named as additional insured with respect to liability arising out of (name of event) to be held on (dates) of the event."

*A sample of the additional Insured Endorsement is attached for review.*

Additional endorsements, that may be required:

- C. If food is sold or served at the event, the insurance policy must include an endorsement for product liability in an amount not less than one million dollars (\$1,000,000).
  - D. If alcoholic beverages are served at the event, the policy must include an endorsement for liquor liability in an amount not less than one million dollars (\$1,000,000).
  - E. If the event involves the use of vehicles, the policy must also include an endorsement for automobile liability in an amount not less than one million dollars (\$1,000,000).
- 2. Indemnification Agreement:  
An indemnification agreement may be required of any business or organization using City facilities or property for an exhibition, promotion of a commercial enterprise, or to raise money, regardless of purpose.
  - 3. Security Plan:  
Applicant/Organizer may be required to submit a security plan with your application if the services of the Oberlin Police Department are required to close streets and/or direct traffic. It is required to submit a security plan if the event is of such nature or size as to require security personnel provided by the Oberlin Police Department or a private security company. The security plan must be reviewed and approved by the Chief of Police. The Chief of Police may accept, reject, alter or impose conditions upon the security plan. Attach detailed plans and/or maps to the application. If necessary, contact 774-1061 for assistance with the security plan and street closures.
  - 4. Clarification of Applicant's Status:  
Applicants (Organizations) claiming tax-exempt, non-profit status must attach a copy of their IRS tax exempt, nonprofit determination letter to the application.
  - 5. Cleanup Deposit:  
A refundable cleanup deposit may be required prior to the issuance of the permit. Your clean up deposit will be returned if the area used for the event has been cleaned and restored to the same condition as existed prior to the event. Applicant/Organizer will be billed for any cleanup expenses incurred by the City, such as damage to City property, removal of no parking signs or barricades, etc. The cleanup deposit requirement may be waived if the Chief of Police or the Public Works Department deems that such a deposit is not necessary.

A copy of the completed and approved permit application will be returned to the applicant/organizer and will serve as the permit itself. The person in charge of the event must have the copy of the permit with them and must be available on the event site at all times.

If the applicant fails to adhere to the policies and procedures established by the City of Oberlin Codified Ordinances or any condition or restrictions imposed on the permit by the Chief of Police, the permit may be revoked at any time by any supervisor of the Oberlin Police, Fire, or Public Works Department.

## Frequently Asked Questions (FAQ's):

The following information may provide answers to most commonly asked questions and aid in the completion of the Special Event Permit Application process.

- If planning to use a City park, applicant/organizer must contact the City of Oberlin Recreation Department at 775-1531. The staff will be able verify if the particular facility you wish to use is available on the day of the event. And they will be able to provide information regarding the fees required for the use of a City Park facility.
- If water and/or electric services are needed, other than those already present at the location of the event, applicant/organizer must contact the City of Oberlin Public Works Department at 775-7218 or the Oberlin Municipal Light and Power System (OMLPS) at 775-7260.
- If applicant/organizer is planning to use temporary structures, electrical wiring, carnival rides or need a variance for any building code or Condition Use Permit, she/he must contact the City of Oberlin Building Department at 775-7251.
- If applicant/organizer is planning to use pyrotechnic displays (fireworks), generators, tents, fire hydrants, or any portable cooking device that emits a flame, she/he must contact the Oberlin Fire Department at 774-3211 for a Fire Department Permit.
- If applicant/organizer is planning to use food vendors and/or cook/sell food or beverages, she/he must contact the Lorain County Department of Health at 322-6367 for a permit.
- If applicant/organizer needs any additional information regarding insurance requirements she/he must contact the City of Oberlin, at 775-1531.
- If the event will take place in the Downtown Area of the City or between Lorain and College Streets and Professor and Pleasant Streets, please contact the Oberlin Area Chamber of Commerce at (440) 774-6262.

## CITY DEPARTMENT APPROVALS

- It is important to ensure compliance with all applicable City codes and regulations during your event. Accordingly, it may be necessary to discuss the event with any of the following persons to facilitate the final review and approval of your application.

Dennis Kirin	Oberlin Fire Dept	774-3211	430 S. Main St
Jeff Baumann	Public Works Dept	775-7204	85 S. Main St
Steve Dupee	Electric Dept	775-7260	289 S. Professor St
Tom Miller	Oberlin Police Dept	774-1061	85 S. Main St
Connie Ponder	Recreation Dept	775-7249	69 S. Main St
Eric Norenberg	City Manager	775-1531	85 S. Main St



CITY OF  
**OBERLIN**

**SPECIAL EVENTS APPLICATION AND PERMIT PACKET**

Permit Number: _____	Date of Application: _____
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Name/Type of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

Email: \_\_\_\_\_

The **Applicant** must provide a letter from the organization authorizing the representative to apply for this permit on its behalf.

**EVENT ORGANIZER**

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

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

Email: \_\_\_\_\_

The Applicant or Event Organizer must be available to answer questions regarding the event and the event application. They must also be available for any planning meetings scheduled prior to the event.

## DESCRIPTION OF EVENT

### Description of Event:

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### Date/Time:

Setup                      Date \_\_\_\_\_                      Time \_\_\_\_\_

Event Starts              Date \_\_\_\_\_                      Time \_\_\_\_\_

Event Ends                Date \_\_\_\_\_                      Time \_\_\_\_\_

Dismantle                 Date \_\_\_\_\_                      Time \_\_\_\_\_

### Type of Event:

- |   |  |
|---|--|
| <input type="checkbox"/> Run / Walk                       | <input type="checkbox"/> Concert / Performance   |
| <input type="checkbox"/> Bicycle Race                     | <input type="checkbox"/> Farmer / Outdoor Market |
| <input type="checkbox"/> Parade / March                   | <input type="checkbox"/> Circus / Carnival       |
| <input type="checkbox"/> Festival / Celebration           | <input type="checkbox"/> Car show                |
| <input type="checkbox"/> Block Party / Neighborhood Event | <input type="checkbox"/> Other _____             |

### Anticipated Attendance:

Total: \_\_\_\_\_

Daily: \_\_\_\_\_

Yes  No      Is this an annual event?

Yes  No      Has this event ever been held at another location?  
If yes, please provide the appropriate references:

Date	Location	Contact Name	Phone Number
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Applicant must complete all required pages except as noted for Block Party/ Neighborhood Event.

## EVENT FEATURES

If events include any of the following, a detailed site plan must be submitted (see site plan instructions).

Yes  No

### Right of Way Usage

Will the event require any closures or restrictions of streets, sidewalks, or alleys?

If yes, Attachment F and a traffic control plan must be completed and submitted with this application.

Yes  No

### Parade

If yes, Attachment D and Attachment F must be completed and submitted with this application.

Yes  No

### Tents/Canopies

If yes, Attachment A must be completed and submitted with this application.

Note: Tents (enclosed) over 200 sq. ft. (i.e., 10 x 20) and canopies (open without sidewalls) over 400 sq. ft. require permits from the Oberlin Fire Department. Please refer to Attachment A.

Yes  No

### Open Flames/Cooking

If yes, Attachment A must be completed and submitted with this application.

Yes  No

### Temporary Fencing

If yes, all fencing must be shown on the Site Plan and complete the following information:

Fencing Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Contact \_\_\_\_\_

Yes  No

### Electrical Service/Generators

If yes, Attachment A must be completed and submitted with this application.

Yes  No

### Liquor

If yes, Attachment B must be completed and submitted with this application.

Yes  No

### Fireworks

If yes, Attachment C must be completed and submitted with this application.

Proof of insurance is required.

Yes  No

### Carnival Rides

Number of rides \_\_\_\_\_

Amusement Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Contact \_\_\_\_\_

Proof of insurance is required.

Yes  No

**Inflatables/Air Balloons**

Entertainment Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Contact \_\_\_\_\_

Proof of insurance is required. Permit from Fire Department required.

Yes  No

**Entertainment**

Is there is live entertainment, performers, or use of a stage?  
If yes, Attachment H must be completed and submitted with this application.

Yes  No

**Trash/Recycling Services**

Do you have a company handling trash and recycling services for your event?  
Vendor/Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Contact \_\_\_\_\_

If no, the Oberlin Public Works Division is able to provide trash/recycling services for your event. Please call (440) 775-7218.

Yes  No

**Portable Restrooms**

Per Lorain County Health  
You are required to provide portable restrooms at your event, unless you can substantiate the sufficient availability of both ADA accessible and nonaccessible facilities in the immediate area of the event site, which will be available to the public during your event. It is recommended that hand-sanitizing services be provided.

Number of portable restrooms: \_\_\_\_\_ Number of ADA accessible: \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Contact \_\_\_\_\_

## ORGANIZATION STATUS/PROCEEDS/REPORTING

Yes  No Is the Host Organization a commercial entity?

Yes  No Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501 (C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

Corporation/Organization Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Tax ID# \_\_\_\_\_

Yes  No **Are patron admission, vendor, entry or participant fees required?**

Yes  No **Is this a funding raising event?**

A letter must be included that indicates the name and address of the organization or individual who is financially responsible for any event fees and costs.

## SECURITY PLAN

As the event applicant or organizer, you are required to provide a safe and secure environment for the event. This is accomplished by anticipating potential problems and concerns related to the event and the surrounding environment. The event may require the services of Oberlin Police Officers, Crossing Guards, Police Service Representatives and or Public Works employees. Applicant/Organizer may also need the services of a Private Security Company for this event. Private Security Guards must be properly licensed and bonded in the State of Ohio.

Yes  No Will your event be requesting off-duty Oberlin police officers?

Number of officers to be contracted \_\_\_\_\_

Yes  No Have you hired a licensed professional security company to develop and manage your events security plan?

If yes, you are required to provide a copy of the security company's valid Private Patrol Operators License issued by the State of Ohio.

Name of Security Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

Email: \_\_\_\_\_

## ON SCENE CONTACTS

Name of On Scene Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

Email: \_\_\_\_\_

The **On Scene Contact** must be available at the event site and in possession of the approved special event permit. The **On Scene Contact** should have with them, the cell phone assigned to the above listed cell phone number during the event.

## SITE PLAN

Please complete a diagram of your event site. Use a piece of paper size 8 ½" x 11". The location of all stages, bleachers, grandstands, scaffolding, canopies, tents, portable toilets, booths, beer gardens, cooking areas and other temporary structures should also be indicated. Please also indicate and maintain a 20-foot wide emergency access lane throughout the event venue. Please indicate exit points for events that are fenced or that occur within tents or other structures.

## CHECKLIST

Before submitting your application, make sure you review the following checklist to ensure your application is complete.

- | Completed                | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Attachment A - Fire Safety</b>          |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Attachment B - Liquor Licensing</b>     |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Attachment C - Fireworks</b>            |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Attachment D - Parade Questionnaire</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Attachment E - Sanitation</b>           |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Attachment F - Streets/Traffic</b>      |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Attachment G - Medical Plan</b>         |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Attachment H - Entertainment</b>        |

**AGREEMENT OF APPLICANT - REQUIRED**

- YES       NO      1. Applicant agrees, upon request, to provide a certificate of insurance providing Evidence of General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit AND an additional Insured Endorsement naming the City of Oberlin, its officers, employees and agents' as additional insured. The two documents must be submitted no later than (10) days prior to the event.
  
- YES       NO      2. Applicant agrees, upon request, to submit a security plan setting forth the proposed security measures to be taken to protect the health, safety and welfare of the participant, spectators, bystanders and passersby. This plan may be reviewed by the Police Department who may require alterations to the plan. Security measures may include, but are not limited to, the hiring of private security or Oberlin Police officers at the applicant's expense.
  
- YES       NO      3. Applicant agrees, upon request, to provide a copy of their "Determination Letter" as issued by the Internal Revenue Service of the United States, if the application is made on behalf of any organization representing itself as a "tax-exempt," "non-profit" and/or "charitable."
  
- YES       NO      4. Applicant agrees, upon request, to pay a refundable "Clean-Up Deposit," at least ten (10) days prior to the event as a condition of the issuance of the Special Event Permit. Applicant also agrees to pay clean-up costs, in excess of the deposit, incurred by the City as a result of additional clean-up required to return the event location and surrounding area to its pre-event condition.
  
- YES       NO      5. Applicant agrees to notify all residents and businesses that will be affected by the street closure and/or amplified sound. If the event/closure will affect access to more than one business, the applicant must notify the Oberlin Chamber of Commerce.
  
- YES       NO      6. Applicant agrees to supply warning signs and barricades and to situate them in such position that the road closure may be maintained in a safe and orderly manner. Such devices may be rented from companies listed in the telephone directory under "Traffic Safety Devices."

Applicant agrees to submit, upon request of the City of Oberlin, any additional information required to evaluate this application and permit. Applicant certifies that all information contained herein and any other information submitted in support of this application and permit is true and correct to the best of their knowledge.

Applicant agrees that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies and procedures established by the City of Oberlin Codified Ordinances or any conditions or restrictions imposed upon the permit by the Oberlin Police Department or any other City Department is cause for revocation of the Special Event Permit. Applicant further agrees the permit may be revoked at any time by any supervisor of the Oberlin Police Department or City Manager.

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DATE

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SIGNATURE OF APPLICANT

**INDEMNIFICATION AGREEMENT - REQUIRED**

Yes  No Have you attached a Certificate of Liability Insurance AND Additional Insured Endorsement to this application and sent an original to the City Manager's office?

[ ] Applicant hereby requests waiver of insurance under the prohibitive cost exemption.

**(BLOCK PARTY/NEIGHBORHOOD EVENT APPLICANT'S ONLY)**

In consideration of the granting of this Application and Permit for Special Event

for \_\_\_\_\_  
(insert name of event)

on \_\_\_\_\_  
(insert date or date of event)

the \_\_\_\_\_  
(insert name of organization)

shall protect, defend, indemnify and hold the City of Oberlin, its officers, employees and agents (collectively, "City") harmless from any and all losses, damages, claims for damages, liability, suits, judgments, expense or cost arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, court costs and expert fees) of any nature whatsoever arising out of or attributed to issuance of the Special Event Permit herein identified or the authorization thereof regardless of where the injury, death, or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

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

Printed Name: \_\_\_\_\_

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

Authorizing City Representative,

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

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

**EVENT FEES**

APPLICATION/PERMIT FEES:	\$10.00 Residential, non-commercial block party	\$ _____
	\$50.00 Non-profit events	\$ _____
	\$100.00 For-profit events (per day)	\$ _____
TENT/CANOPY PERMIT:	\$25.00 for first: \$10 each additional	\$ _____
GENERATOR PERMIT:	\$25.00	\$ _____
PARADE PERMIT:	\$25.00	\$ _____
FIREWORKS PERMIT:	\$150.00	\$ _____
CARNIVAL RIDES/INFLATABLES:	\$50.00	\$ _____
	<b>TOTAL</b>	<b>\$ _____</b>

**FEE SCHEDULE  
PENDING**

**ROUTING FORM FOR DEPARTMENT APPROVAL**

Fire Department: Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Public Works: Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

OMLPS: Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Police Department: Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Recreation: Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

City Manager: Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

CITY OF  
**OBERLIN**

**SPECIAL EVENTS - FIRE SAFETY**

**(ATTACHMENT A)**

**GENERAL REQUIREMENTS**

1. A method of notifying the fire department in the event of an emergency shall be provided and approved prior to the start of any outdoor special event. On-site phones, or cellular telephones, will fulfill this requirement. In Oberlin, the emergency number is 911.
2. Fire apparatus access shall be provided throughout all areas of the event. Consideration shall be given to various event functions and fire department access to structures within the event area. Minimum fire lane dimensions are 20 feet wide, 14 feet high, and outside turn radius of 55 feet and an inside turn radius of 35 feet.
3. All temporary electrical wiring shall be in accordance with the National Electric Code. Wire feeds and drops shall be run above pedestrian walks, buried, or so located as to not create a trip hazard. Permits are required from the Oberlin Building Department at 69 South Main Street for trailer mounted generators and electrical distribution equipment. All trailer mounted generators must be grounded and have a 40BC fire extinguisher near each unit.
4. Fueling or defueling vehicles, generators, or equipment is prohibited during show hours unless approved prior to the event.

**TENTS**

Yes  No

A floor plan shall be approved for interior setup of all tents. Location of chairs, tables, stages, aisles, exits, fire extinguishers, etc. shall be shown on the plan. Enclosed tents over 200 square feet and open canopies over 400 square feet need special Fire Department permits, and must comply with the following requirements. Smaller tents or canopies placed in close proximity to each other shall meet the same requirements.

1. A flame retardant certification shall be provided for each tent or canopy that meets above requirements.
2. Location of tents and canopies shall be in accordance with the following table:

Minimum separation from any property line, building, other tent, canopy or other temporary membrane structure	Minimum fire access roadway width	Minimum distances from the parking of vehicles or other internal combustion engines
20 feet	20 feet	20 feet

For the purpose of required distances, support ropes and guywires are considered part of the tent, canopy or temporary membrane structure.

3. Exits shall be spaced at approximately equal intervals around the perimeter. The number and width shall be in accordance with the following table:

Capacity	Minimum # of Exits	Minimum Width Each Exit (feet)	
		Tent	Membrane Structure
10 to 149	2	6	3
200 - 499	3	6	6
500-999	4	8	6
1000-1999	5	10	8
2000-2999	6	10	8
Over 3000	7	10	8

The total width of exits in feet shall not be less than the total occupant load served divided by 50. Such width of exits shall be divided approximately equally among the separate exits.

4. Exit signs shall be installed at required exit doorways and where otherwise necessary to clearly indicate the direction of egress when the exit serves an occupant load of 50 or more.
5. Heating and cooking within tents have specific requirements, which shall be addressed during plan review.
6. Smoking shall not be permitted in temporary membrane structures, tents or canopies or in adjacent areas where hay, straw, sawdust, or other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.
7. Combustible interior finishes or decorations must be declared and approved prior to the event.

## FOOD VENDORS

Yes  No

1. Cooking equipment, located within buildings or trailers, that produce grease-laden vapors, shall have a ventilation hood and duct system and an approved automatic fire extinguishing system. Systems must be listed and have a current (within 6 months) inspection and test tag by a licensed contractor. A fixed fire extinguishing system shall not negate the requirement for portable fire extinguishers listed below.
2. A minimum 40B:C fire extinguisher shall be provided where deep-fat fryers are used. A 2A-10B:C rated extinguisher shall be provided with all other cooking operations.
3. Concession stands utilized for cooking shall have 10 feet clearance on two sides and shall be 10 feet from amusement rides, bleachers, and the roofline of any building.
4. Barbeques shall be at least 10 feet from buildings or other combustibles.

## LP GAS (PROPANE)

Yes  No

1. Transfer operations shall not be conducted during show hours.
2. Transfer operations shall be in accordance with Oberlin Fire Department details.
3. Equipment used in conjunction with LP-gas shall be listed for its use.
4. Spare barbeque cylinders shall be stored in a secure area.
5. All hoses and LPG connections shall be leak tested prior to use and after cylinder changes.

## SPECIAL REQUIREMENTS

Yes  No

1. Buildings used for 'haunted houses', 'fun houses', inflatables, or other amusements, used for entertainment or education, which are so arranged that the required exits are not apparent, shall comply with the Oberlin Fire Prevention Code and Ohio Building Code.

CITY OF  
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**SPECIAL EVENTS - LIQUOR LICENSE (ATTACHMENT B)**

**ALCOHOLIC BEVERAGES**

If your event is selling alcoholic beverages, it may require a temporary alcohol permit, and if so you will need to submit an application for a permit to the Ohio Division of Liquor Control. Applications are available at: <http://www.liquorcontrol.ohio.gov/liquor12c05.htm>

Check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Host and Sale Alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled Spirits

Do you plan to secure a:

- Special Event Liquor License
- Extension of Premises License

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event.

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If applying for a Special Event Liquor License, the following must be provided:

Charity or Organization Name IRS 501(C)3#

Name of Contact at Charity or Organization Phone

On-site Agent Responsible for Liquor

How will attendees over the age of 21 be identified?

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What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event?

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1. If you are having alcohol sales, you will need to obtain a Temporary Liquor Permit from Ohio Division of Liquor Control, 6606 Tussing Road, Reynoldsburg, OH 43068 (614) 644-2360

The following are the most commonly used permits for temporary serving of alcohol:

<b>Class</b>	<b>Fee</b>	<b>Type</b>
F Permit	\$40	ORC 4303.20 Valid for beer only until 1:00am. (Temporary - 5 days)
F2Permit	\$150	ORC 4303.202 Temporary permit (48 hours) beer and any intoxicating liquor by glass or container on premises only until 1:00am.
F6 Permit	\$50	ORC 4303.206 Sale of wine by a 501(c)(3) nonprofit organization (72 consecutive hours - 6 per year)

**NOTE: A copy of the Ohio Division of Liquor Control Permit must be included in your submission. You are responsible for direct submission of liquor permit application to the Division.**

2. The Event Manager will be present and will monitor the alcoholic beverage service area.
3. Food items and non-alcoholic beverage will be available. These items must be available in the same general location, and of such a variety as to make them attractive alternatives to the alcoholic beverages provided. At all events where alcohol is used, served, or sold, non-alcoholic beverages and unsalted foods must be made available in quantities sufficient for the number of guests.
4. Consider using trained and qualified individuals to dispense alcoholic beverages.
5. Only persons 21 years of age may sell, serve, dispense, or distribute alcoholic liquors.
6. No servers of alcohol shall be permitted to consume alcoholic beverages while serving nor shall they be permitted to serve while intoxicated.
7. Persons checking ID's have knowledge of proper identification techniques and are over 21 year of age.
8. All persons being served alcoholic beverages must be at least 21 years of age and have proper identification for proof of age.
9. Persons dispensing alcohol will monitor individuals' consumption and not continue to dispense to persons that show signs of impairment by drugs or alcohol.
10. Alcoholic beverages will not be available for individuals to pour their own. There will be no open or unattended kegs, containers or bottles.
11. No more than two (2) drinks may be given to any one person at a single time.
12. Any individual observed providing an alcoholic beverage or a container containing an alcoholic beverage to someone who has not had their identification properly checked should be asked to leave by the Event Manager.
13. If the event lasts more than two hours, alcohol will not be served during the last hour. For events lasting less than two hours, service will discontinue at least 30 minutes prior to the scheduled end of event.
14. For events on city property, the area where alcoholic beverages are consumed will be clearly marked using brightly colored tape and upright posts or other readily identifiable barriers, and underage persons will be kept out of this area.
15. The entrance/exit access will be monitored so as not to allow persons to carry in or take alcoholic beverages from the consumption area.
16. Signs will be placed in the area where alcohol is being dispensed that read "Don't Drink and Drive", or other language encouraging responsible use of alcohol.
17. Designated Drivers or other means of alternative transportation will be available.
18. Local law enforcement has been notified of the event.

CITY OF  
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**SPECIAL EVENTS - FIREWORKS**

**(ATTACHMENT C)**

**FIREWORKS**

Yes  No

If yes, provide the following:

Company \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Fireworks require special permits from the Oberlin Fire Department.

Fireworks and/or pyrotechnic special effects shall be permitted through the Fire Department at least 30 days prior to the event start date. An inspection must be scheduled with the Fire Department prior to pyrotechnics being brought on the site.

**EVENT SITE PLAN:**

**NOTE: Fireworks companies are aware that a separate application must be filed with the Oberlin Fire Department.**

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**SPECIAL EVENTS - PARADE**

**(ATTACHMENT D)**

**PARADE QUESTIONNAIRE**

1. Date of Parade: \_\_\_\_\_
2. Start time of Parade: \_\_\_\_\_
3. Location of proposed assembly area; \_\_\_\_\_  
Assembly start time: \_\_\_\_\_
4. Have arrangements been made for traffic control (barricading and/or police officers)  
 Yes  No      If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
If no, will these arrangement be made? \_\_\_\_\_
5. Attach map of parade route.
6. Indicate starting point, proposed travel route, and termination point.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. During the event, will you occupy all or a portion of the streets? \_\_\_\_\_
8. Approximate number of persons, animals and vehicles that will constitute the event.  
Number of people \_\_\_\_\_  
Number of animals \_\_\_\_\_      Type of animals \_\_\_\_\_  
Number of vehicles \_\_\_\_\_      Type of vehicles \_\_\_\_\_
9. Have arrangements been made for emergency medical personnel?  Yes  No
10. Other pertinent information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach required Certificate of Insurance and Hold Harmless agreement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**SPECIAL EVENTS - SANITATION**

**(ATTACHMENT E)**

**SANITATION AND CLEAN UP**

What provisions applicant/organizer made for cleanup after the event?

Name of Person Responsible

for Cleanup: \_\_\_\_\_

Business Name of Company

Responsible for Cleanup: \_\_\_\_\_

License Number: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

Email: \_\_\_\_\_

Event location and adjacent areas must be returned to "pre-event" condition.

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**SPECIAL EVENTS - STREETS/TRAFFIC (ATTACHMENT F)**

**STREETS/TRAFFIC**

Is your event going to restrict access to any of the following:

- Yes  No Streets
- Yes  No Sidewalks
- Yes  No Other facilities such as parks, schools, churches, or vacant lots
- Yes  No Parking lots
- Yes  No Public Bicycle Routes

If yes, applicant/organizer must notify residences and businesses affected by the event. If more than one business is affected, it is also necessary to notify the Oberlin Chamber of Commerce. Notice shall be given in a format approved by the Public Works Department.

What street(s) will be closed for your event?

-----  
-----

At what intersections will the above streets be closed? \_\_\_\_\_

-----  
-----

- Yes  No Will your event involve the use of traffic safety equipment,(i.e.) barricades, etc.?
- Yes  No Is the applicant/organizer requesting the City to provide the safety equipment?

If this event requires the closure of more than one street between two intersections, please include a detailed map of the event showing all intersections and roadway access points, the location of barricades and traffic control personnel. You will be required to obtain traffic safety equipment for the safe closure of the venue and to ensure proper detour and parking information is posted. Depending upon the type of event, you may need barricades, traffic cones, directional signage etc. It is the responsibility of the applicant/organizer to obtain and to properly place this equipment prior to the beginning of the event. A traffic planner from the Police Department will assist you with your traffic plan if needed. (Please call for appointment).

The Lorain County Transit System (LCT), must be notified if street closures will affect bus routes. Contact LCT's administrative office at 440 329-5545.

All traffic control devices on all streets and highways open to public travel in Ohio must conform to the Ohio Department of Transportation, Traffic Manual, subject to the provisions of Ohio Vehicle Code.

**Parking and Shuttle Plan**

It is important that you plan for the safe arrival and departure of event attendees, participants and vendors. As the event organizer, you should develop a parking and / or shuttle plan that is suitable for the environment in which your event will take place. Remember that parking, traffic congestion and environmental pollution are all areas of concern with events. You must include accessible parking and/or access in your event plans. You may obtain parking information at Oberlin Police Department, 774-1061.

Yes  No Will the event involve the use of a parking and/or shuttle plan?  
If yes, attach a copy of the plan.

How many parking spaces do you anticipate providing \_\_\_\_\_

Will there be signage directing guests to off-site lots? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After review of the plan, the City may require additional signage as it relates to parking concerns (i.e., no parking, directional signs, etc.). This additional signage is at the expense of the applicant.



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**SPECIAL EVENTS -ENTERTAINMENT/VENDORS  
(ATTACHMENT H)**

**ENTERTAINMENT**

Yes  No

Are there any musical entertainment features related to your event?  
If yes, complete the following:

Number of stages \_\_\_\_\_

Number of performers/bands \_\_\_\_\_

Type of music \_\_\_\_\_

Please describe the sound equipment that will be used for your event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Yes  No

Will sound checks be conducted prior to the event?

Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Yes  No

Will sound amplification be used?

Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Yes  No

Will there be a contracted sound company on site?

If yes, who \_\_\_\_\_

Yes  No

Does your event include any casino games, bingo games, or drawing opportunities?

If yes, describe \_\_\_\_\_

**CONCESSIONAIRES/VENDORS**

Yes  No

Will items or services be sold at your event?

If yes, describe or attach a list of proposed vendors: \_\_\_\_\_

Yes  No

Will food or beverages be provided or sold at the event?

Yes  No

Will the event be professionally catered?

If your event is being catered please provide the catering company name and business license number.

Name of Licensed Caterer: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant/Organizer must contact the Lorain County Department of Health for a permit if any food or beverages will be sold or distributed.  
Lorain County General Health District, 9880 S Murray Ridge, Elyria OH 44035 (440) 322-6367

**Copy of Health Department permit must be included with application.**

Yes  No Will there be animals present, (i.e. petting zoo, circus, pony rides, dogs, other )?

The Oberlin Municipal Code, Section 505 regulates animals within the City limits.  
Applicant/Organizer must comply with all provisions.

**As an event applicant/organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to the event.**

**BLOCK PARTY/NEIGHBORHOOD EVENT, PETITION FOR TEMPORARY STREET CLOSURE**

**(INSTRUCTIONS)**

Signatures are required from all affected residents both on, and adjacent to, the proposed street closure. Signatures and addresses will be cross-checked, with the completed map, by the Police Department before final approval. If any affected residents have not signed this petition, indicate the address and reasons below (i.e.,: on vacation, unable to contact, disapproves of street closure, etc.). Add additional sheets if necessary.

Name of person(s) responsible for initiating this petition:

-----  
(Name, Address & Telephone)

Street(s) involved:-----

Date of Closure: \_\_\_\_\_ Time from: \_\_\_\_\_ to \_\_\_\_\_

State briefly the purpose of the closure: \_\_\_\_\_  
-----

By signature of this petition for Temporary Street Closure, the undersigned hereby agrees to defend, indemnify and hold harmless the City of Oberlin, its officers, employees and agents from any and all losses, damages, claims for damages, liability, expense or cost arising from any accident or occurrence causing any injury or damage to any person or property arising out of or attributed to the closure of the above-noted street or the authorization therefore.

Name	Address	Telephone
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**NOTICE OF TEMPORARY STREET CLOSURE**

(This Document serves as proof of notice of the proposed street closure; it may be reproduced as needed)

**Notice to Occupant:**

The City of Oberlin requires that all affected residents/businesses both on and adjacent to a proposed street closure be notified of such a street closure. A temporary street closure has been requested for the listed streets on the following date(s) & time(s).

Date(s): \_\_\_\_\_  
Time(s): \_\_\_\_\_ to \_\_\_\_\_  
Street(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The purpose of the proposed street closure is the: (Name of event): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_ Event Committee/Organization:  
Name and address:  
\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgment:**

By signing below, the undersigned acknowledges receipt of the above Notice of Temporary Street Closure.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name (If Applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_