



Special Events Permit Application

For events taking place on City of Avon Lake Park Property



Purpose of Application

The City appreciates the opportunity to assist you with your special event. The purpose of this form is to give prospective applicants an understanding of what the City needs to know in order to consider a special event request.

A "Special Event" is an event that meets one or more of the following:

- An event that is not run by the city or any of its affiliates.
- Designed to serve public interest.
- Requires additional and/or unique work by city staff.
- Prevents normal use of park areas by non-participating visitors.
- Involves the use of temporary structures...
- Exceeds normal park hours/facility rental times.
- Number of participants exceeds size of facility, parking area, and/or creates congestion within property.

Instructions

- Applications may be submitted up to twelve (12) months in advance and no less than sixty (60) days in advance of event.
- Please read the form in its entirety before submitting your application.
- Place a N/A in all spaces that are not applicable to your event.
- Include all necessary documents with application.
- Submit applications to the Parks and Recreation Department at 150 Avon Belden Rd. Avon Lake, OH 44012 or lbruce@avonlake.org
- Permit fees are due upon approval of application. You will be notified by the Parks and Recreation Department when application has been approved or denied.

Application Fee: \$25.00 - Application fee must accompany permit application. This fee is non-refundable, but if application is approved will be applied to permit fee.

See page 9 for additional fee schedule

Application/Permit fees may be waived in the sole discretion of the Mayor and or Recreation Director. The application and permit fee can be paid by cash or check. Checks should be made payable to The City of Avon Lake. Checks returned for non-sufficient funds will automatically negate the permit application.

Applications may be denied based upon the following criteria:

- The 60 day submission deadline was not met
- The application fee was not submitted with the permit
- The event will result in damage to property
- The proposed use will violate City ordinances or other law.

Permit Review

This application will be reviewed by all necessary departments. You will be contacted for additional information if needed. If additional information has been requested, applicants have a maximum of two weeks to provide such information. Failure to timely supply information will result in a denial of the permit request. The event planner/coordinator may be requested to attend a permit review meeting. Failure to attend the meeting will result in denial.

Permit Approval

If application is approved, the permit will be issued by the Parks and Recreation Department. This permit is required to be prominently posted at the event. Failure to strictly abide by the approved application will result in the denial of future permit requests submitted by the applicant.

Cancellation Policy

- No Permit Fees will be refunded.
- Although Permit Fees are non-refundable, if an event is cancelled due to inclement weather, the permit fee can be credited towards an alternate date. Applicant must contact the Parks and Recreation Department before the scheduled event date or no more than three (3) business days following the scheduled event date to reschedule. The alternate date must be within three (3) months of the originally scheduled event date.
- The city reserves the right to cancel event for any reason (cancellation by city will result in a full refund)



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Directions: Please print clearly in pen or type your answers. All sections must be filled in. If a line or section does not apply to your request, please mark it 'NA'

Application Date: ____ / ____ / ____ Name of Event: _____

Description of Event: _____

Event Start Date: ____ / ____ / ____ Event End Date: ____ / ____ / ____

Event Start Time: _____ AM PM Event End Time: _____ AM PM

Setup Date & Time: ____ / ____ AM PM Breakdown Date & Time: ____ / ____ AM PM

Projected Attendance: _____

Type of Organization:

City-Sponsored Non-profit Private Function

Non-profit ID#: _____

Sponsoring Organization/Business: _____

Contact Name: _____ Email Address: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Mobile Number: _____

Do you plan to hire a professional event organizer? If yes, please provide the following

Company Name: _____

Contact Person: _____

Phone Number: (____) _____ Alternate Phone: (____) _____

Email Address: _____

Address: _____ State: _____ Zip Code: _____



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Event Location Information

Will this event take place on City Park property? Yes No
If, yes check the location and facilities that apply (see page 9 for rental rates)

- | | | |
|---|--|---|
| <input type="checkbox"/> Beach Park | <input type="checkbox"/> Overlook Park | <input type="checkbox"/> Wedgewood Park |
| <input type="checkbox"/> Belle Road Park | <input type="checkbox"/> Resatar Park | <input type="checkbox"/> Weiss Field |
| <input type="checkbox"/> Bleser Park | <input type="checkbox"/> Russ Lynch Bicentennial Park | <input type="checkbox"/> Pavilion A |
| <input type="checkbox"/> Pavilion A <input type="checkbox"/> Pavilion B | <input type="checkbox"/> Sunset Park | <input type="checkbox"/> Pavilion B |
| <input type="checkbox"/> Ball Fields | <input type="checkbox"/> Veterans Memorial Park | <input type="checkbox"/> Horse Arena |
| <input type="checkbox"/> Inwood Park | <input type="checkbox"/> Walker Road Park | <input type="checkbox"/> Ball Fields |
| <input type="checkbox"/> Miller Road Park | <input type="checkbox"/> Pavilion <input type="checkbox"/> Soccer Fields | |
| <input type="checkbox"/> Pavilion <input type="checkbox"/> Gazebo | <input type="checkbox"/> Pond | |

If No, where will this event take place? _____

Type of Event:

- | | | |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Bicycle Race | <input type="checkbox"/> Company Picnic | <input type="checkbox"/> Rally |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Fair/Festival | <input type="checkbox"/> Run/Walk |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Parade | <input type="checkbox"/> Tournament |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Political Activity | <input type="checkbox"/> Sale/Market |
- Other (Please Specify) _____

DETAILED SITE MAP MUST BE SUBMITTED WITH COMPLETED SPECIAL EVENT PERMIT APPLICATION

Traffic & Parade Information

- 1) Will this event take place on any of the following? (Please check all that apply)
- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Median | <input type="checkbox"/> Public Street | <input type="checkbox"/> Other Public Right of Way |
| <input type="checkbox"/> Park | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Other Public Property |
| <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Bike Trail | |
- 2) In your opinion, will any streets or sidewalks be closed for this event? Yes No
- a) If yes, please attach detailed parade route.
- b) How long would these streets be closed? From: _____ AM PM To: _____ AM PM
- c) Will you require assistance from the Avon Lake Police Department for traffic control? Yes No

Please attach a Traffic Control/Detour Plan if needed.
If parade is involved, please include the parade route and all streets impacted.



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Parking Plan

3) Please provide a description of your intended parking plan (i.e., include where event attendees will park):

4) Please describe your plan for handicap accessible parking:

5) Please describe your plan for emergency vehicle access: _____

6) Will there be any parking of vehicles off of park roadways or parking lots? Yes No

If yes, please list why and where: _____

Please attach a visual copy of your parking plan

Tents, Structures, or Entertainment Devices

7) Will you be erecting, or allowing any canopies or tents? Yes No

If yes, please list canopy/tent size. Canopy _____ Tent _____

If yes, what is the quantity of tents/canopies? _____

8) Are you installing or constructing any structures, including buildings, climbing structures, stages, etc.?

Yes No

If yes, please list these items.

9) Are you installing any grandstands, bleachers, stages, etc.? Yes No

If yes, please list these items.



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10) Will animals be involved in event? Yes No If yes, what type(s)? _____

11) What is the purpose of the animals (petting zoo, part of parade, etc.)? _____

If you answered yes to any of the five previous questions, please include them in your site plans.

12) Do you plan to use sound amplification? Yes No

13) What will be the source of power for sound amplification, lighting, etc.?

- Portable generator
- Temporary power service
- Other (please specify) _____

14) Will there be carnival rides and/or game booths? Yes No

15) Will there be any gasoline powered vehicles? Yes No

16) If an outside vendor/business will be providing any of the above (questions 7-15), please provide the following information of the person or company responsible for installing the tents, structures, or entertainment devices. Attach additional pages if necessary.

Business Name: _____

Contact Person: _____

Phone Number: (____) _____ Alternate Phone: (____) _____

Email Address: _____

Address: _____ State: _____ Zip Code: _____

Food

The preparation, serving, and selling of food is regulated by the Lorain City Health Department. It is the applicant's responsibility to obtain necessary permits.

Contact Lorain City Health Department 440-204-2300 www.lorainhealth.com/environmental.

17) Will food be prepared, served, or sold at this event? Yes No

If yes, please provide each vendor with a copy of page 10 of this application. It is up to the applicant to submit all vendor forms no less than fourteen (14) days prior to event.

The vendor and a representative from the event-sponsoring agency will be expected to meet with a member of the Avon Lake Fire Department approximately one-two hours before the start of the event for an inspection.



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Advertising and Decoration Information

18) Do you plan to place any signs or banners or other advertisement at the event site? Yes No

If yes, please provide an image of the sign and show location(s) on site plan and provide the following information:

Sign Detail (copy and construction material):

Dimensions: Height (Inches) _____ Width (Inches) _____ Depth (Inches) _____

Method of attachment or support: _____

Displayed Start Date: ____ / ____ / ____ Display End Date: ____ / ____ / ____

19) Are you requesting to place signs or decorations on or in public property or right-of-way such as tree lawns etc.?

Yes No

If yes, please complete our online application by following the steps below:

Go to www.avonlake.org

Quick Links, Request, and click on sign permit.

Complete application and click submit. You will be notified of the status of your request

If you would like your event advertised on the City Hall Electronic sign, complete the following steps:

Go to www.avonlake.org

Quick Links, Request, and click on Electronic Sign Posting.

Complete application and click submit. You will be notified of the status of your request.

Security

20) Do you plan to hire a Private Security Company as security or crowd control for this event? Yes No

If yes, please provide the following information:

Company Name: _____ Website: _____

Contact Person: _____

Phone Number: (____) _____ Alternate Phone: (____) _____

Email Address: _____

Address: _____ State: _____ Zip Code: _____

Number of employees: _____ From: _____ AM PM To: _____ AM PM

Description of Uniform: _____

Contact information for Security Staff: _____



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Portable Toilets and Handwashing Sinks

21) Do you plan to provide portable toilets and/or hand washing sinks at your event? Yes No

If yes, please provide the following information as well as showing locations on site map:

Number of regular toilets: _____ Number of ADA approved toilets: _____ Number of hand washing sinks: _____

Name of Company: _____ Website: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

Set-Up Date: _____ / _____ / _____ Pick-Up Date: _____ / _____ / _____

If no, please provide availability of restroom facilities in immediate area of event site that would be available to the public during the event:

Garbage and Recycling Services

24) How will the event site be cleaned during and after the event including disposal of garbage and recycling waste?

Number of recycling bins: _____ Number of garbage bins: _____ Number of dumpsters: _____

Date garbage/recycling bins/dumpster will be delivered: _____ / _____ / _____ Date to be removed: _____ / _____ / _____

25) Information of company/person providing garbage removal:

Contact Person: _____

Phone Number: (____) _____ Alternate Phone: (____) _____

Email Address: _____

Address: _____ State: _____ Zip Code: _____



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INSURANCE REQUIREMENTS

City of Avon Lake
Event Insurance Requirements

In General:

The applicant is required to provide liability insurance with coverage limits that depend upon the size, scope and location of the event. The insurance policy must include coverage for all approved event activities, including those activities being provided by third party vendors. The policy must be for the dates of the event, including set-up and take-down days.

Insurance Limits:

Minimum limits for event liability insurance are \$1,000,000 per occurrence for general liability and \$2,000,000 per occurrence for aggregate.

Additional Insured Status:

The City of Avon Lake must be listed as an additional insured on all insurance coverages. Other entities may be required to be designated as additionally insured depending on the scope or location of the event.

Certificate of Insurance:

Upon approval, a Certificate of Insurance evidencing the required insurance should be sent a minimum of thirty (30) days prior to the event. The Certificate Holder should read:

City of Avon Lake
150 Avon Belden Rd.
Avon Lake, OH 44012

The Certificate may either be dropped off, faxed to (440) 933-0051 or emailed to lbruce@avonlake.org

City Code

In the event of any conflict between any provision of this summary document and City Code, the City Code takes precedence.

TOTAL FEES REQUIRED

Pavilion and Gazebo fees must be included in permit fees if your event will prevent use of the facilities by the general public. Checks should be made payable to The City of Avon Lake.

Security Deposit	<input checked="" type="checkbox"/> \$100.00	\$100.00
Non-profit permit fee	<input type="checkbox"/> \$200.00	
Private/For-profit permit fee	<input type="checkbox"/> \$400.00	
		Total \$_____.____

BLESER PARK (fee per day)		
<input type="checkbox"/> Pavilion A	<input type="checkbox"/> \$25.00 Resident <input type="checkbox"/> \$50.00 Non-resident	
<input type="checkbox"/> Pavilion B	<input type="checkbox"/> \$25.00 Resident <input type="checkbox"/> \$50.00 Non-resident	
<input type="checkbox"/> Ball fields	Call 440-930-4130 for availability and fees	
		Total \$_____.____

MILLER ROAD PARK (fee per day)		
<input type="checkbox"/> Pavilion	<input type="checkbox"/> \$25.00 Resident <input type="checkbox"/> \$50.00 Non-resident	
<input type="checkbox"/> Gazebo	<input type="checkbox"/> \$25.00 Resident <input type="checkbox"/> \$50.00 Non-resident	
		Total \$_____.____

WALKER RD PARK (fee per day)		
<input type="checkbox"/> Pavilion	<input type="checkbox"/> \$25.00 Resident <input type="checkbox"/> \$50.00 Non-resident	
<input type="checkbox"/> Soccer fields	Call 440-930-4130 for availability and fees	
		Total \$_____.____

WEISS FIELD (fee per day)		
<input type="checkbox"/> Pavilion A	<input type="checkbox"/> \$25.00 Resident <input type="checkbox"/> \$50.00 Non-resident	
<input type="checkbox"/> Pavilion B	<input type="checkbox"/> \$25.00 Resident <input type="checkbox"/> \$50.00 Non-resident	
<input type="checkbox"/> Ball fields	Call 440-930-4130 for availability and fees	
<input type="checkbox"/> Horse Arena	Call 440-930-4130 for availability and fees	
		Total \$_____.____

VETERANS MEMORIAL PARK (includes Lake House)	<input type="checkbox"/> \$200.00 per day	Total \$_____.____
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TOTAL PERMIT & FACILITY FEES DUE UPON PERMIT APPROVAL
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SECURITY DEPOSIT	\$ 100.00
PERMIT FEE	\$ _____
LESS APPLICATION FEE	\$ - 25.00
ADDITIONAL FACILITY FEES	\$ _____
TOTAL AMOUNT DUE	\$ _____

SPECIAL EVENT VENDOR FORM

One form per vendor must be submitted no less than 14 days prior to event

Date: _____ Event: _____

Vendor Business Name: _____

Address: _____ Phone: _____

Vendor Signature: _____ Email: _____

(Signature indicates vendor will comply with the below listed items)

Type of Vendor: Food/Drink Novelties Personal Services/Products
 Charitable Organizations General Advertising

To ensure the safety of the vendor and the general public, the following safety checklist is to be reviewed by the vendor and a representative of the event-sponsoring agency prior to inspection by the Fire Department. The Fire Inspector will then review all items that apply from this list for compliance. Inspections begin approximately one - two hours before the event opens. Failure to comply with these safety regulations will be cause for the vendor to leave the event. The vendor is required to be present for inspection.

Vendors who are cooking:

- Open flame devices are not permitted to be located under tents or tent like assemblies unless such assemblies are rated for that use.
- A 4A60 BC extinguisher must be present at all booths that are cooking (see below).
- Any cooking involving oil such as frying or dipping requires a K class extinguisher exclusively. A:B:C and B:C extinguishers are not approved for this use.(OFC-906.2)
- The extinguisher is in plain view and accessible (it is not to be located in cabinets).
- Open flame cooking is not permitted within 10 feet of any combustible structure.
- Cooking source:**
- Charcoal:**
 - Is being used in an approved container and is secured so as to prevent tipping.
 - Is** located away from tents and propane sources.
 - Coals are to be placed in barrels (as provided) at the end of each evening.
 - Only approved charcoal lighter fluid is permitted for starting and shall be secured in a safe place.
- Propane:**
 - Cylinders are secured to a non-movable structure. Cylinders are not to be tied to tent posts. (Cylinders may be placed in milk crates and reviewed by the fire official if other means of securing is not possible).
 - Cylinders are located away from open flame devices.
 - Cylinders and connections have been checked for leaks utilizing a soapy water solution. This is to be done every time a cylinder is changed.
 - Spare cylinders are secured and safety caps (when applicable) are in place.
 - Hoses and fittings have been inspected and are free of damage.

CYLINDERS ARE NOT TO BE STORED IN TRAILERS OR TRUCKS EITHER ON OR OFF THE FESTIVAL SITE.

Electrical:

- Only grounded plugs are to be used.
- There is no open or frayed wiring.
- GFI's are not bypassed.
- Extension cords are of an approved size for the load, are grounded, and are approved for outdoor use.
- Only fused multi-plug strips are permitted.
- All connections are weather sealed and off the ground.
- All electrical cords exposed to foot traffic are protected utilizing approved bridging (duct tape does not qualify).
- All generators are grounded utilizing grounding rods and wiring.

Fire lanes and means of egress:

- A 20-foot fire lane is present down the center of the mall area (vendors are not permitted to protrude into this area. This includes awnings). Fire department access is provided to all other lot areas. Areas of Emergency Overflow are defined (see map) no vendors or vehicles are permitted.
- Fire hydrants are not blocked and are accessible. Minimum of **10** feet on all sides.
- Vendor does not block the means of egress to existing buildings or other vendors.

Tents:

- An affidavit or affirmation attesting to flame retardant capability is present or on site for review.
- Aisles are established and the means of egress maintained.
- No smoking signs are posted. Assembly tents only.
- Fire extinguishers with an A:B:C rating are mounted and visible (quantity will be determined by tent size and the fire official).
- Tent sides are open (all 4 sides), if not, illuminated exit signs with emergency lighting are required at the exits. When sides are present, tent sides at exits are to be a contrasting color. (OFC-2403.12)(Assembly Tents Only)
- 10'** x **10'** pop-up style tents or similar canopies are to be weighted or tied down at all corner points sufficiently to prevent lifting in high win