

2023 SPECIAL EVENT PLANNING GUIDE

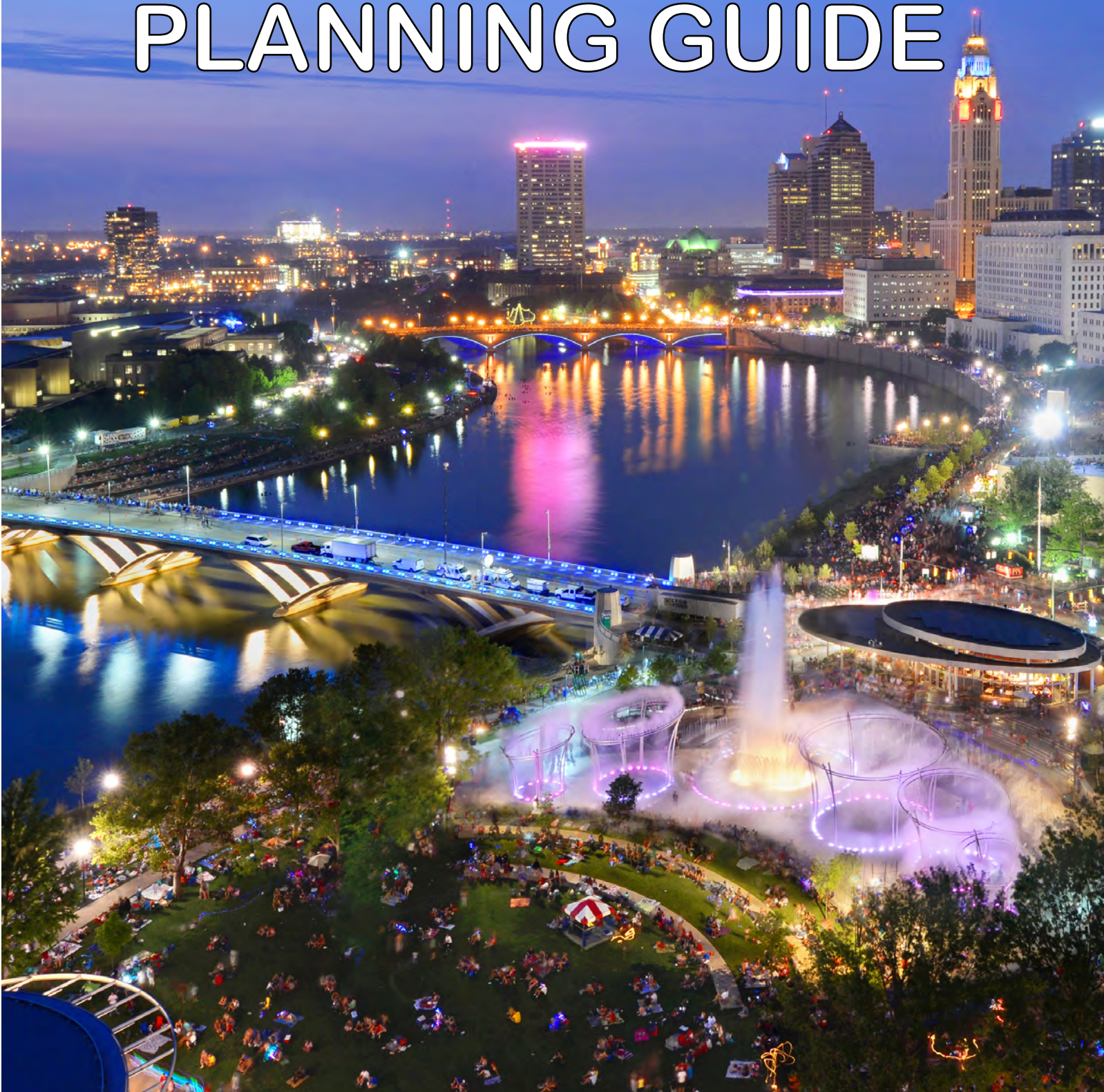


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1. Introduction

Welcome to the City of Columbus online Special Event Application and Permit System. The purpose of the Special Event Planning Guide is to provide event coordinators with information, policies and procedures required to successfully navigate the City of Columbus Special Event Permit process. Event coordinators are responsible for all aspects of planning and executing the event. The City strives to balance the needs of events with the event's impact to residents and businesses, and as such may require event coordinators to revise or modify their proposed plans.

After reviewing the following information, applicants may begin the Special Event Application process. City of Columbus staff will assist with coordination and approvals through the online application. Continue to refer to this document throughout the process of applying. The information provided in this document directly corresponds with the requirements of the application. After you submit your reservation or application, you will be notified if additional information is needed.

2. Citywide Events Management Team

The City of Columbus has a Citywide Events Management Team (CEMT) in place to assist the public in planning and executing safe, dynamic events in a manner that provides a desirable experience for participants and the community. The CEMT is a multi-agency group of representatives from every municipal department involved in and/or affected by the production of events. The team meets regularly to:

- Review all requests for permits governing special events and recommend the approval or denial of such permits;
- Evaluate the impact of proposed events on City services;
- Coordinate use of City property, equipment, support services and other resources for special events;
- Mitigate operational issues;
- Provide counsel to event coordinators where necessary;
- Communicate application fees, rental rates, service cost recovery amounts and other fees to event coordinators;
- Impose reasonable conditions on special events based on public health, safety and welfare;
- Revise City guidelines necessary to produce a special event.

The CEMT may require new events, one-time events, or large scale recurring events to attend one of their meetings to present specific details about the planned event.

The CEMT is guided by the following standards for issuance of permits:

- The conduct of the event will not substantially interrupt the safe and orderly movement of other pedestrian or vehicular traffic, in or contiguous to, the route or location of the event.
- The concentration of persons, vendors, vehicles and other event components at the event will not interfere unduly with proper fire and police protection of, or ambulance service to, areas contiguous to the event or other areas of the City.
- The conduct of the event shall be appropriate for the proposed location and not adversely affect the surrounding area.
- The applicant will secure the required safety equipment and personnel necessary for the safe conduct of the event and where applicable has prepaid expenses for such items.
- The event is not to be held for the primary purpose of advertising any product, goods, or commercial activity.
- Such event will not interfere with previously scheduled activities or with scheduled maintenance or repair work to be carried out on the public property to be used.

3. Special Event Permit Overview

Special Event Permit

A Special Event Permit is issued for an event utilizing public property including parks, streets, trails and waterways in the City of Columbus where planned activities go beyond normal use. A Special Event Permit is issued by the City of Columbus Office of Special Events. Special events include festivals, street fairs, concerts, races, regattas, etc. These events may include closure of streets, Citywide or regional marketing and involve extensive planning and coordination with multiple city departments. The deadline to submit the Special Event Application for a Special Event Permit is **60 days prior** to the event.

A Special Event Permit is required if your event meets at least one of the following criteria listed below:

- The anticipated number of participants in a park is over 100 people;
- Admission fees, participation fees or fundraising on public property;
- Closure of a street (does not include residential block parties);
- Event requires use of a trail, or street for a designated race course;
- Event requires use of a waterway for non-commercial events;
- Tents over 400 square feet (i.e. larger than 20'x20', or more than four 10'x10' tents);
- Platform stages over 120 square feet or more than 10 persons on the stage;
- Mobile stage(s) on public property;
- Temporary power wired directly into existing electrical services or panels, temporary power supplied by vehicle or trailer mounted generator(s), or any distribution of power;
- Amplified sound beyond a personal/Bluetooth speaker;
- Alcohol sales and/or consumption;
- Food Preparation and/or sales;
- Exhibitors and/or merchandise sales;
- Carnival Games, rides or bounce amusements (without the rental of a shelter);
- Vehicles on Display;
- Temporary fencing or crowd barriers;
- Fireworks.

The following are exceptions:

- Wedding and/or shelter rentals (contact CRPD Rental Services Section 614-645-3337 or columbusrecparks.com/facilities/rentals/event-venues/);
- Health & Wellness License for fitness related activities (contact CRPD Rental Services Section 614-645-3337);
- Sporting event at designated sport parks (contact CRPD Sports Section 614-645-3366 or columbusrecparks.com/wellness/athletics/);
- Activity taking place inside a community center or being produced exclusively by center staff (contact the Community Center);
- [Residential Block Parties](#);
- [Filming](#);
- Community Markets (columbus.gov/public-safety/License-Section/)

Applying

Applying for a Special Event Permit is a two-step process:

- Step 1. Submit the **Special Event Reservation** (can be submitted up to **one year** prior to the event).
- Step 2. Submit your final version of the **Special Event Application** (must be submitted **60 days** prior to the event).

The **Special Event Reservation** provides a general overview of your event. Office of Special Events (OSE) staff will review the reservation to determine the availability of all public property and if the spaces are appropriate for the event. Approved reservations are marked "Tentatively Confirmed" and will be able to continue with the permitting process. The reservation means the space has been secured for the event, but final approvals are not guaranteed. All reservations are tentative until a permit has been issued. The Office of Special Events accepts reservations up to **one year** in advance of an event.

The **Special Event Application** expands upon the reservation, and allows the applicant to provide more in-depth details of the event. Submitted applications are reviewed by multiple departments. City of Columbus staff will communicate any further requirements or additional permits. Delays in providing required information may affect the ability to review an event application or result in the determination that the application is incomplete and cannot be approved. Submitting an application does not guarantee that you will be issued a Special Event Permit. The official submission date is the date the Office of Special Events receives the submitted application. The deadline to submit the Special Event Application for a Special Event Permit is **60 days** prior to the event.

Reservations and applications are considered complete when all details and supplemental documents are included. Listing information as “TBD” or uploading documents from a past year as a placeholder will not be accepted.

Additional permits may be required. Receiving a Special Event Permit does not guarantee all City of Columbus permitting requirements have been met.

Reservation policy

Returning events will have their dates tentatively held for the following year when listed in the application for the current year. Event Coordinators will have 60 days following the current year event date to start a reservation for the following year. If a reservation has not been submitted within the 60 days following the event, the tentatively held date will be released at that time. Returning dates for signature events may follow a specific formula (i.e. second Sunday of January). Signature events are able to be held past the 60 day deadline at the discretion of the OSE. Returning events may not always take place on the same weekend year-to-year based on how the calendar shifts. Often a month will have five Saturdays one year, but only four the following year.

New events may start a reservation up to one year in advance of their event. Availability will be determined based on returning event dates. If after 60 days a returning event has not been in contact/made reservation to clarify following year event dates, the date will be opened up to new events on a first-come-first served basis.

City Fees and Costs

Please review the [Event Fee Schedule](#) for event related fees. The Host Organization will be billed the permit fee based on the date the Special Event Application has been determined to be substantially complete. Payment of the permit fee does not guarantee that the Special Event Application is complete, nor does it guarantee that any or all aspects of the application will be approved. Permit and late fees are non-refundable.

In addition to the Special Event Permit fee, the applicant may be assessed other City permit fees or costs. For example, fees associated with personnel or resources provided to the event by a City department or facility repair costs for any public property damaged by an event.

Cancellations/Refunds/Rescheduling

All cancellations must be made in writing to the CRPD Office of Special Events. Application fees are non-refundable and non-transferable to another event. Cancellation of the event by the applicant **more than 30 days prior** to the permit start date will receive a full refund for all park fees paid and 50% of any shelter house fees paid, less the non-refundable application fees. No refund will be issued for cancellations by applicant 30 days or less prior to the permit start date. Refunds will not be granted for permits which have expired, been revoked, or after work by the City has commenced. All refunds will be made payable to the applicant listed on the permit. Refunds are issued via check from the City Treasurer's Office and may take 4-6 weeks to receive. The City reserves the right to cancel or relocate an event due to poor weather and/or turf conditions prior to, or on the day of the event that may cause excessive damage to City property. Refunds will not be granted for inclement weather or City emergencies. Permits may not be transferred or reassigned under any circumstances.

City Requirements and Services

City divisions can be contracted to provide the event services listed below. You may contact City department representatives listed in the “[Contacts](#)” section to find out more information about these particular services. Specific requirements apply to certain areas of event operations, such as vending, entertainment, fireworks, and site layout. Applicants may need to contact each City department prior to the event to thoroughly review all requirements and applicable fees. When necessary, contact each department **(90) days prior** to the event.

City Access to Event Sites

All City inspectors have the authority to close any event activity, which is not in compliance with City regulations. Authorized City representatives serving in their official capacity shall have free access to the event premises at all times. Event coordinators should reserve parking spaces for city vehicles and/or provide site access passes to City inspectors.

Community Outreach

Event plans should include outreach and sound mitigating measures that address potential impacts an event may have on the surrounding neighborhood in which the event activities are scheduled to occur. Applicants are not required to present their event concepts to community groups that require fees for review of the event proposal or fees for use of the specific neighborhood. Impacted businesses, places of worship, schools, and residents that are directly adjacent to the event venue should be notified of event plans and timeline. Issues that are usually resolved in advance include coordination of deliveries, timing of sound checks, and establishing a way to allow those affected to access their buildings, homes and parking areas.

General Public Property Policies

Event coordinators are not allowed to operate their own maintenance or lawn care equipment at City facilities. Event components such as dunk tanks, certain mechanical rides and balloon releases are prohibited. Some components such as fireworks, amusements and animals may require additional permits and/or coordination, but not all requests are guaranteed. The installation of stages, scaffolding, portable buildings, sport courts, grandstands or bleachers must be authorized by permit. Use of paint, dyes or spray chalk to mark hard surfaces, parking lots or trails is prohibited. Staples, nails and tacks cannot be used for hanging items on shelter houses, poles, bollards, bridges or trees. Parking is only allowed in designated areas. Vehicles, utility carts, golf carts, and ATVs are prohibited on playing fields, trails or any other grassy areas of parks without permission. It is also prohibited to climb any tree, shrub, statue, fountain, fence or railing within any park or use any structure for purposes for which it is not intended.

Public Disclosure

The City recognizes that the public has a legitimate interest in possessing information concerning events, particularly as they directly relate to potential impacts on areas they may work or reside. All information contained in an application or permit, and any supporting documents are subject to public disclosure. In addition, any invoices for City services as well as other rates/fees charged by the City made in connection with an event are subject to public disclosure.

Free Expression

Freedom of speech, press, religion, and assembly are rights protected by the First Amendment of the Constitution of the United States. To that end, people may exercise their rights in the City of Columbus. In order to best coordinate services, the City retains its responsibility to oversee the impact an activity will have on public safety and emergency services, the overall impact on business and residential access, and the ability of the event coordinator to organize a safe and secure event. Permits may be required for activities that take place on public property, impact normal flow of vehicular or pedestrian traffic, or require the use of equipment including but not limited to temporary structures, stages and amplified sound.

Spontaneous activities for which individuals or organizations cannot provide the level of advanced notice required, such as an event occasioned by recent news or current affairs, may submit a Special Event Application at any time before the activity. In order to best coordinate services, as much notice as possible is encouraged.

Activities that are not of a spontaneous nature, such as an organized demonstration or parade, are required to submit a Special Event Application to ensure the safety of all participants, spectators and motorists when such activities take place on public property.

Denial or Revocation of a Special Event Permit

An applicant may be denied the opportunity to reserve a City facility if it is determined that the intended use is not appropriate for the requested facility due to anticipated attendance, availability, pending construction, inadequate infrastructure (utilities, parking), unreasonable impact on public access and/or the City's ability to operate the requested facility in the manner which it is intended. The City shall deny or revoke a Special Event Permit if the applicant makes a false statement of material fact on the application, has not paid all fees or offered misrepresentations; if the event has previously damaged City property, or is in violation of any provision of the

permit. An applicant's past performance may also be considered if there is proof that the applicant has previously violated conditions of City facility use, permit requirements from City Departments, or has unresolved financial obligations with the City or privately operated properties adjacent to the requested facility. Any and all outstanding fees from a previously held event must be paid in full before a newly submitted Special Event Reservation will be reviewed or approved. The permit shall also be denied or revoked if the Director of Recreation and Parks, Police Chief, Fire Chief, Health Commissioner or their designee determine the event poses a serious threat to public health, safety or welfare, or if the City of Columbus determines that the number of events occurring on or near the same date or in the same vicinity creates an unreasonable demand of City staff or resources.

Post Event Inspection and Restoration

Following events, the CRPD Office of Special Events may perform post-event inspections. These inspections cover parks, facilities, streets and adjacent sidewalks permitted for use under a Special Event Permit and will focus on the removal of all event related trash, signage, equipment and supplies, hard surface stains, and overall site cleanliness. Event Coordinators may request to attend the inspection by contacting the CRPD Office of Special Events to schedule a time. Permit holders not returning park(s) and public spaces in the same condition as they were secured may be billed for clean up or repair services deemed necessary. For repairs performed by CRPD, the permit holder will be billed direct costs for time and materials. For damages requiring repair beyond CRPD's staff capabilities, CRPD may elect to utilize a contractor to perform the restoration. CRPD retains the sole authority to determine the scope of restoration services. Either on an annual or per project basis, CRPD will solicit bids from qualified contractors, determine the scope of repairs needed and arrange payment to contractors. Following completion of work, CRPD will invoice the permit holder for reimbursement. Failure to submit reimbursement will prevent the permit holder/event from receiving future permits at any location until reimbursement is collected.

4. Host Organization

Host Organization

The Host Organization is the organization or individual that creates the vision of what the event will be, including the budget and the scope of the event. The Host Organization, unless otherwise noted, is the organization or individual legally responsible for all fees, requirements, violations and damage to public property that result from the actions of volunteers, staff, participants or event subcontractors during the hours of permitted use.

Permit Holder

The Permit Holder is the individual representative holding the permit to conduct a special event for the Host Organization. The Permit Holder may be the President, Executive Director, or other authorized officer of the Host Organization. The Permit Holder has the authority to make planning, operational and financial decisions on behalf of the organization.

Non-Profit Organizations

Events that have a host organization that is a non-profit organization need to enter their Federal Identification Number (EIN) and upload their IRS tax determination letter to the Special Event Application.

In general, Ohio 501(c) (3) and 501(c) (4) organizations must register under the Ohio Charitable Trust Act unless they meet one of several exemptions. Other organizations that operate for a charitable purpose may also be required to register. Out-of-state entities may be required to register if they have assets in Ohio or a majority of the governing body is in the state. After filing the initial registration with the Ohio Attorney General's Office, the organization must file an annual financial report. A sliding scale for fees is based on the organization's revenue and assets.

It is vital for a charitable organization to be in compliance with the State of Ohio and their status to remain active and in compliance for the protection of the organization as well as their officers, employees, members and volunteers. If an organization's status lapses, there is a possibility that their nonprofit officers, employees, members and volunteers could face individual liability if something goes wrong. Typically they are protected under State and Federal "Volunteer Protection Acts" except in cases of "gross" negligence, intentional misconduct, or where a specific statute may otherwise impose personal liability. Organizations can be held liable for wrongs committed by their officers, members, employees and volunteers. Organizations are able to verify their non-profit status at any time with the Ohio Secretary of State or the Ohio Attorney General's office.

5. Primary Contact

Primary Contact

The individual who oversees all aspects of event planning and details of the event's execution. The event coordinator must be at least 18 years old to apply for an Event Permit. The Event Coordinator is the Primary Contact for City representatives during the permitting process.

The Primary Contact listed on the application will receive email notifications during the application process regarding status updates and comments posted by City of Columbus staff. The Primary Contact default is the login information for the account.

Onsite Coordinator

The individual who is the primary point of contact during the event. The phone number for the Onsite Coordinator will be listed on the permit, so City of Columbus representatives can make contact as needed. The Onsite Coordinator must be available during set-up through tear-down of the event.

6. Event Information

Applicants will need to provide a general overview of their event. This includes websites, social media pages, and the event type. The event type is the primary purpose of the event.

The event information you share will be posted on a publicly viewable [Event Calendar](#). The calendar automatically updates with information from applications after they are submitted and under review by City staff. The calendar serves as a tool to share important details of your event to the community, and to assist with the promotion of permitted events.

7. Event Dates & Attendance

Applicants will need to share the full scope of the event timeline, including set-up through tear-down. All event coordination, equipment delivery and post event clean-up must take place during the proposed dates listed. If set-up and/or tear down dates are needed solely for contractors to deliver/install equipment, the times may be the best estimate of when work will take place.

Annual events that list a proposed date to return for the following year may do so with the understanding that providing a date does not confirm a future reservation, nor does it guarantee a permit. This information is used to project possible scheduling conflicts. To obtain an official reservation for the following year, applicants will first be evaluated on past performance, and payment of all fees to the City. Please refer to the [Applying](#) section.

Total attendance is the total attendance anticipated for the entire duration of the event. **Peak attendance** is the highest attendance anticipated at one time during the event.

Rain Dates

The availability of public property and City support services are coordinated through the application process. Special Events are only permitted for the dates required for set-up, tear-down and event day logistics. Rain dates are not held for events in the event of inclement weather. The applicant must indicate all the dates needed for the event. The application and park use fees are applied based on the duration of permit.

8. Event Main Location

Downtown Park Use

Park usage fees are charged for use of downtown riverfront parks (Bicentennial Park, Genoa Park, Battelle Park, North Bank Park, East Bank Park, West Bank Park, McFerson Commons and Dorrian Green). Access to facilities and services are not available until 8:00 am. Items in park(s) outside of the permitted set-up to tear-down period, such as tents, portable restrooms, generators or dumpsters may result in additional park usage fees. Additional fees will also apply to equipment and facilities used in conjunction with or impacted by events.

Residential Parks

Park hours depend on the location of the park. Events held in a regional or neighborhood park will not incur park rental fees for use of the park. Applicants will only pay a permit application fee and fees for rentable facilities located within the park. Facility rental is required for all event and set-up days when shelter access is desired, and/or when access to rentable facilities within the park are impacted. Shelter house rental fees may vary per location. Please review the [CRPD Facility Rentals](#) page online.

City Street

A Special Event Permit is required when an event will utilize a City of Columbus street, but not including residential block parties, construction or commercial activities.

Private Property

A Special Event Permit is only required when the event includes the use of adjacent public property. Other City of Columbus permits may be required.

Additional Locations

Applicants will be able to identify additional locations the event plans to utilize. Examples of additional locations may include parks used for offsite parking and shuttle services, vehicle or equipment support staging, and any other location that is outside of the defined event footprint.

9. Event Details

Applicants will need to share the scope of event components by answering a series of “Yes or No” questions. During the review of the **Reservation**, CRPD staff will be able to determine if the location requested is available and appropriate based on the overview of these details. Supplemental details will need to be submitted for every answer of “Yes” on the **Application**, which will be reviewed by City staff. Questions marked “Yes” will have a corresponding section of the application. While the application is in draft form, the applicant may change an answer in the Event Details section as planning evolves. The application will automatically adjust based on information provided in this section. Applicants will only need to provide details that correspond directly with the event components. Events with more components will have to complete additional sections of the application, but less complex events will have fewer sections to complete.

10. Admission Based Events

City of Columbus parks, streets and other public property is intended to be open to the community. When an event charges admission to use public property, additional permitting fees may apply. The primary charged admission types are:

- **Tickets/General Admission Fee** - An event that restricts access to public property. Attendees are required to pay admission to enter the property.
- **Race Registration Fee** - An event that charges fees or collects donations for participating in an organized run/walk/cycling event. Spectators and the general public may still visit public property.
- **Exclusive Access Area** - An event that has an isolated section of public property that requires admission to access. Examples include a VIP tent or beer garden.

Admission Based Park Events

If an event includes any activity where a donation or fee is required for access to all or a portion of a downtown park then the admission based fee will apply to each day the activity is conducted. It is the intention of CRPD to provide the greater community with unrestricted access to all community parks. Providing the community with opportunities to experience unique recreational opportunities such as admission based concerts and events can contribute to the economic vitality of the City. Admission based events may be approved at regional and neighborhood parks at the discretion of the Director of Recreation and Parks. CRPD may establish a capacity for the number of private events held in a venue during a calendar year to balance public access and private event use.

The Director of Recreation and Parks may elect to solicit proposals for a series of admission based events (movie nights, concert series, etc.) if it is determined that there is a value to the community by allowing such events to be held on multiple occasions and that the event requires participant contributions to be sustainable.

11. Street Closures and Right-of-Way Use

Street Closures for Special Events

To be considered for a Special Event Permit with a Street Closure, a completed Special Event Reservation and Special Event Application must be submitted. No Street Closure shall be conducted between the hours of 12:01 am and 8:00 am without the written permission from the Director of Recreation and Parks. Applicants must include a [Street Closure Petition](#) signed by occupants (18 or older) of 80% of the total adjoining properties along with a legible [site map](#) of the event area including street names, barricade placement and all items that will be placed within the closure. Applicants must maintain a 20 foot fire lane with nothing within 3 feet of a fire hydrant if anything is placed on a street. Arrange rental of all traffic control devices needed to inform the general public of traffic restrictions, and schedule to have any paid parking locations within the closure temporarily removed from service.

All applications are subject to the review and approval of the Division of Police. Applications for closure of major thoroughfares (i.e. High St., Broad St., etc.) are subject to the review and approval of the Division of Police – Special Events Office, Division of Fire – Public Assembly Inspections Office, Division of Traffic Management, Division of Infrastructure Management, and Division of Refuse Collection. Applicants may be required to hire special duty police for traffic control.

Street closures that will be located within the University Area District will be required to obtain approval from the University Area Commission (UAC) at the Northwood High Bldg., 2231 N High St., Rm. 200, Columbus Ohio 43201 (614-441-8174). The UAC meets once per month, so be sure to plan ahead for their review and approval. The University Area District boundaries are Glen Echo Ravine on the north, the Norfolk Southern/CSX railroad tracks on the east, Fifth Avenue on the south, and Olentangy River Road on the west. A map of the University Area District can be found on the City resource section of the website.

Events that require closure of Washington Boulevard in front of Genoa Park shall not place event components in front of the Columbus Police Memorial.

Traffic Control Devices

Providing barricades and other traffic control devices required for street, sidewalk and alley closures, etc. are the responsibility of the event coordinator. This equipment can be rented from a private contractor and must meet the specifications of the Division of Traffic Management. The City does not provide barricades and traffic control devices. Please review the [Contacts](#) section for a listing of local Traffic Control Device providers. Applicants are not required to utilize any one specific company, but must provide approved barricades for all closures.

Occupancy Permits

A 906 Non-Commercial [Occupancy Permit](#) is required anytime an applicant desires to construct event related items in the public right-of-way (street) prior to the permitted time of a street closure or outside of the closure boundaries included in the approved Special Event Permit. Event coordinators must provide necessary pedestrian or vehicle traffic control devices for items erected on streets and sidewalks. For safety purposes, dumpsters located on streets before or after streets are formally closed must have reflective tape on them or have two lighted traffic barrels placed in the lane warning approaching traffic of the obstruction. Items constructed on sidewalks may require signage redirecting pedestrians to an alternate route. The Division of Traffic Management will designate the quantity and type of traffic control devices required.

When a 906 Non-Commercial Occupancy Permit is issued, parking has been requested to be removed. [Emergency No Stopping](#) signs must be posted 72 hours in advance and emailed to colspemits@columbus.gov and tempnsat@columbus.gov to advise the public the areas that will be designated "No Parking". The original 906 Non-Commercial [Occupancy Permit](#) must be on the driver's side dashboard of the lower front window of the vehicle.

922 Non-Commercial Occupancy Permits are obtained for the purpose of closing the curb lane to park food trucks outside of a designated Commercial Zone or Residential Zone. Each food truck must also have a Mobile Food Vendor License (MFV) and MFV Public Right-of-Way Permit issued by the License Section of the Department of Public Safety. If tables are placed on the adjoining sidewalk, a 906 Non-Commercial Occupancy Permit must be obtained from the Right-of-Way Permits Section. There is a 3-10 business day waiting policy for Occupancy Permits. No permits will be issued on any street or area that is a no stopping zone.

12. Temporary Removal of Paid Parking

When closing public streets for event use, the applicant is responsible for temporary removal of both paid and free on-street parking locations in all closure areas. Races are only required to reserve paid parking meter locations and free parking locations within the street closure area. Temporary removal of paid parking and free parking locations along a race course can be requested, but is not required.

A [Paid Parking Request Form](#) identifying the location of all paid parking areas to be removed from service must be submitted to the Division of Parking Services **30 days prior** to the event. The form must be uploaded to the online application and it will be automatically routed to the Division of Parking Services once the Special Event Application is submitted for review. Please note, paid parking includes parking meters, multi-space parking kiosks and mobile payment only zones. A [map of parking meters and kiosk locations](#) is available online. To gather mobile payment zone information, event staff will need to verify [the mobile pay zone](#) numbers by visiting each impacted street.

Non-profit or not-for-profit events shall pay four dollars (\$4.00) for each paid parking space removed from service up to one hundred (100) parking spaces. Events that require the removal of more than one hundred (100) paid parking spaces from service shall be charged a flat rate of four hundred dollars (\$400.00).

When a Special Event is held on a Sunday or a city recognized holiday when parking is free, the Special Event is required to pay an Administrative Fee of two hundred fifty dollars (\$250.00) to cover the employee cost of removing the parking from service.

Payment must be submitted and received **7 days prior** to event set-up.

Event coordinators must place temporary "[Emergency No Stopping](#)" signs reflecting the date(s) and time of day the parking will be removed from service 24 hours in advance of the event. The sign must also include the permit number, where applicable, or the event name. Temporary signs shall be placed in the following manner:

- Attached to a wooden stake and placed every fifty (50) feet in the street lawn area between the curb and sidewalk.
- Attached to street signs posts. The temporary signs shall not block posted street signs.
- Attached to a forty-two (42) inch tall traffic cone and placed between the curb and the sidewalk as to not block off the parking spot or impede pedestrian traffic. On the day the permit is valid, the cones may be placed in the parking spaces in an effort to keep motorists from parking in the spaces.
- Event coordinators are responsible for the replacement of damaged or missing temporary signs before and during the dates and times listed on the permit.

The cost for any necessary posted signage and/or maintenance of traffic items shall be paid by the applicant.

It is the responsibility of the permit holder to remove all temporary signage upon expiration of the permit or at the conclusion of a special event. If a permit holder fails to remove all the temporary signage, there will be a two-hundred fifty dollar (\$250.00) fee assessed to the permit holder. No future permits will be approved until the temporary sign removal fee is paid.

13. Race Event Operations

A Special Event Permit is required when participants register for a competitive, timed, or fundraising event, and follow a predetermined course upon any street, public thoroughfare, and/or shared use path. Due to the volume of daily use, some streets and trail areas may not be used for race events. In the case that the theme or nature of the event requires it to be held at night, special coordination may be required to identify an available route.

A map with a turn-by-turn description of the course must be submitted for any race event. Prior to a permit being issued, City Departments will determine if the course can safely accommodate the anticipated participation at the proposed time, and verify that there are no conflicts with other scheduled activities. All courses must be approved by the Columbus Division of Police Special Events Office, Division of Traffic Management, Division of Fire Special Events Office and Recreation and Parks Department Office of Special Events prior to a permit being issued. The approval for each course is based on the factors of participation size, time of day, location, and duration. Once a permit is approved, changes may only be made by the City. Preset courses have been created to accommodate race events in the downtown and some residential areas. Preset courses and a selection of downtown venue maps and traffic control plans can be viewed online at www.columbus.gov/EventPlanningGuide. Course marshals, police, first-aid, signage, traffic control devices and/or a staggered start may be required as a condition of the permit. In the case that the theme or nature of the event requires it to be held at night, special coordination may be required to identify an available location. Under certain circumstances race events may be authorized to substitute the placement of traffic signage or course marshals in lieu of traffic barricades, police escort vehicles and public notifications.

Streets and Sidewalks

Columbus streets and sidewalks are designated for the movement of pedestrian or vehicular traffic, however, events may secure permits for utilizing these areas. Race events held on streets will be treated as “rolling closures,” where non-participants will be temporarily stopped to allow for event participants to safely move unobstructed along the course. All courses should be designed to have minimal impact on residents, businesses and public transportation. No race event shall be conducted between the hours of 12:01am and 6:00am. The requirements for traffic control devices and placement will be determined by the Division of Traffic Management and Columbus Police. Refer to [Street Closure and Right-of-Way Use](#) section for traffic management requirements. The City of Columbus will only permit as many race events in the City as they are safely able to staff and coordinate City resources for on any day of the week. Once a Special Event Permit has been approved, the event coordinator will be required to hand deliver a “[Notification of Intent](#)” letter including the course map to all properties along the designated course. The notification must be distributed **15 days** prior to the event.

Races are not permitted on downtown streets on weekdays or in the evening. A minimum of 1,000 participants is required to use a street course in the [Downtown district](#). Applicants are encouraged to use preset courses that primarily impact streets around the Scioto River. These courses limit the impact to COTA bus routes (including High Street, 3rd Street and 4th Street). Custom courses may go beyond the boundaries of the preset course if the event exceeds 10,000 participants. At least one of the three bridges (Broad Street, Rich Street, and Main Street) must remain open at all times. Slower/non-contending participants may be required to move to adjacent sidewalks after established time limits. Time limits will be determined by the City of Columbus based on course length and start time. Races are not permitted on residential streets on weekdays or in the evening.

Street closures that require additional set-up and/or tear-down time beyond the time allotted for the rolling closure (such as start/finish lines, staging areas, vendor areas, first-aid stations, parking for support vehicles, etc.) will require the applicant to submit the [street closure petition](#) with documented approvals. Refer to [Street Closure and Right-of-Way Use](#) section for street closure requirements. Applicants may be required to remove parking from service as part of their course approval. Parking removal is arranged via the [Paid Parking Request Form](#). A permitted race event may not close a sidewalk or restrict use by the general public. No permits will be issued for motorized or non-motorized vehicles on sidewalks.

Multi-Use Trails

Columbus has an expansive network of multi-use trails that can be utilized for race events. Race events on trails are only permitted for use by runners, walkers, wheelchairs, strollers and domesticated animals. No permits will be issued for motorized or non-motorized vehicles on the trails. A permitted race event may not close a trail or restrict use by the general public.

An out-and-back style course where participants will travel on in both directions of the trail has a maximum capacity of 500 participants. A loop or point-to-point course where participants only travel in one direction of the trail has a maximum capacity of 1,000 participants.

Multi-Use Trail races may be requested for any time after 5:00pm on Friday through the weekend and on federal holidays, so as not to interfere with rush hour traffic patterns. The Lower Scioto Greenway Trail may be permitted for courses up to 15K (9.3 mile) in distance. Trail courses may be permitted to use portions of streets or sidewalks as deemed necessary by the City of Columbus. Due to the volume of daily use, certain sections of trail may not be used for race events. The Olentangy Trail may only be permitted south of 5th Avenue.

Many trails pass through existing parks therefore, prior rental of a park or adjacent facility may be required for the approval of a race event. The City of Columbus and Franklin County Metro Parks have shared responsibilities for Columbus' expansive trail network. Event coordinators must contact Metro Parks to coordinate an event on a trail originating from a Metro Park. Additionally, event coordinators will need to contact Ohio State University for use of the Olentangy Trail for events originating on campus.

Paint, dyes or spray chalk may not be used in parks or on trails. All directional signs and course markings must be temporary and completely removed at the conclusion of the event.

Cycling Events

An event using non-motorized vehicles, typically bicycles, may occur on Columbus streets. Most common formats of cycling events:

- A timed competitive ride must occur on streets which are closed by a street closure. They must obtain all required approvals necessary to close a street, and are not considered a rolling closure.
- A non-competitive ride/tour with a mass start requires a Special Events Permit. Rides of this nature can include motorized vehicles in the role of lead vehicles or support vehicles. A non-competitive ride/tour without a mass start requires no permit as long as they occur on streets and can safely be operated according to the "rules of the road". Ride starts are recommended to begin in waves of no more than 10 participants at a time. If necessary, a non-competitive ride/tour can use portions of the trail, as long as they can safely be operated according to the "rules of the road".

Special Conditions/Exceptions

Some races may be classified as an exceptional activity, which could lead to special conditions, exceptions to policy, or additional requirements based on the type of race event. The races listed below may qualify as extraordinary events:

- Olympics, Paralympics, Youth Olympics, (IOC)
- IAAF World Championships (International Association of Athletics Federation)
- USOC (United States Olympic Committee): Olympic Trials
- USA National Championships – USATF, USA Cycling, USA Triathlon
- Other national or international events

14. Parade Permit

The Parade Permit is required for the formation of any parade, procession or other moving assemblage upon any street or public thoroughfare other than routine vehicular traffic, a race event, or a funeral procession. To secure a Parade Permit, applicant should:

- Consult with the Division of Police - Special Events Office regarding police coverage, safety plan, proposed date, time and route;
- Complete and file a Parade Permit application with the Department of Public Safety - License Section.

Arrange/make payment for police officers and escort vehicles **48 hours prior** to the parade. If floats will be used, it is also recommended that applicants contact the Division of Fire – Public Assembly Inspections Office for specific regulations regarding fire safety requirements for floats. If Street Maintenance Operations are requested to provide post-event, street sweeping then payment of a street cleaning deposit may also be required by the Department of Public Service.

15. Waterway Activity

A Special Event Permit is issued to groups who host events on the public waterways/reservoirs. No person shall be on the waterway for an event without first obtaining a Special Event Permit. Waterway Activities are allowed to be scheduled at any time between the dates of October 1st through April 30th, also known as regatta season. The season from May 1st through October 31st is dedicated to marinas and dock access for boaters and the general public. Organized waterway activities such as regattas or races must have a permit to operate on the waterway at all times, and can do so by completing the online Special Event Reservation and Special Event Application. Safety plans are required as part of the application process, as well as contacting Marine Police and the Division of Fire - Special Events Office. Participants must remain at least one hundred (100) feet from dams while on the water and must respect other users of the reservoirs at all times. Event signage for waterway activities must be posted prior to the event, and may be posted up to 14 and no later than seven (7) days prior to the event. Signage must be removed at the end of the last permitted tear-down day.

Types of Water Events

- Practice- One team on the waterway- where they are participating at their home waterway (the only instance where a permit is not required)
- Scrimmage/Organized Practice- Two teams or schools on the waterway.
- Event- Three or more teams or schools on the waterway.

Hazards and Buoys

- Buoys for regattas are installed as part of the event and not a permanent fixture.
- Course markings and buoys may be installed three (3) days prior to the start of the event (weather permitting) and will be removed no later than three (3) days after the start of the event (also weather permitting).
- Vessels must operate within all crossing, practice, tournament, boating, waterskiing and water sports zone parameters at all reservoirs.

Vessel Limitations for Events

- Must not be less than 8 feet or greater than 22 feet;
- Must not be less than 50 pounds in weight;
- Must not be less than 36 inches in beam;
 - Exceptions are: canoes, kayaks, paddleboats, rowing shells and inflatable watercraft that bear a Hull Identification Number (HIN)
- There is a 10 and 30 hp limit for safety boats at Hoover Reservoir, but not a limit at Griggs or O'Shaughnessy.

16. Tents

The following section outlines the permitting requirements for installing tents on public property during Special Events. Tent installation and removal must occur during the permitted set-up/teardown time periods as noted in the Special Event Application. All temporary structures must be indicated on the special event site plan. Please refer to the [Event Site Plan](#) section for all site plan requirements.

Anchoring

The methods of anchoring need to be indicated for all temporary structures in the special event application. Possible anchors are stakes and water or concrete ballasts. The event organizer is responsible for selecting the appropriate type of anchor for the tent location, and must be capable of securing the tents during high winds. Water required for filling water ballasts must be provided by the tent supplier or arranged through the Division of Water via fire-hydrant. The Division of Fire will not fill water ballasts to anchor tents. You will need to submit a [Special Event Fire Hydrant Application](#) to the Division of Water to request hydrant access.

Hard Surfaces

Tent stakes may not be driven into any asphalt, brick or concrete surface. All tents on hard surfaces must be anchored with water or concrete ballasts. If concrete ballasts are to be placed on a hard surface, a rubber mat may be required.

Tents on Public Streets

Tents may be placed in City streets and alleys that have been legally closed as long as a continuous twenty (20) foot wide fire lane is maintained throughout the closure area.

Tents in Parks

Event coordinators are responsible for any damage/repair costs to site utilities resulting from the actions of subcontractors from tents installed in any City of Columbus park. Depending on soil conditions, extended weather forecasts, estimated attendance, duration of the event and type of planned activities, the CRPD Office of Special Events may require the use of a temporary tent flooring system, or heavy duty ground protection mats to create a zero footprint when a city park is used as an event site.

- **Non-Irrigated Parks:** Tents may be anchored by water or concrete ballasts, or stakes capable of anchoring the tent during high winds.
- **Irrigated Parks:** Tents up to 400 square feet (i.e. 20'x20') must be anchored by water or concrete ballasts when installed for up to two days. Stakes may be used for tents in place for more than two days, or when the size of the tent requires staking. Park Maintenance staff can only provide the general location of utilities based on above ground identifiers. Tent quantity, size and placement may be limited due to underground utilities.

Additional Permitting Requirements

Please refer to the Department of Building and Zoning Services (BZS) [Construction Industry Communication \(CIC\) 29](#) for information and requirements. **The building permit is separate and in addition to the CRPD Special Event Permit.** The use of tents greater than 400 square feet in total area need a BZS review to determine if their permit will be required. Approval from BZS is not required for individual tents that are open on all sides, or the combined total multiple tents that are open on all sides have a maximum size of 700 square feet, with a minimum clearance of twelve (12) feet from any other structures. Permitted tents with walls/groups of tents with walls require a twelve (12) foot fire break between them and other structures. Approval of a Special Event Permit does not guarantee Building and Zoning approval or issuance of their permit.

The tent general contractor is responsible to ensure that installations meet all Columbus City Code, Ohio Building Code, Ohio Fire Code and CFD Guidelines. A complete application will include the BZS/CFD combined [Temporary Structure application](#), event site plan, Event Safety Plan, flame resistant certificates for each size of tent, floor plan of tent, and manufacturer installation instructions for each tent size being erected onsite. Construction documents sealed by a registered design professional may be required. All tents with seating must have aisles a minimum of 44 inches wide, illuminated "exit " signs if occupied after dusk, and an exit point within 100 feet of each occupant. Tents and temporary structures that are utilized for gated/ticketed/private events are subject to additional fees.

The Temporary Structures Permit must be issued to a City of Columbus registered general contractor. Only one permit per event is needed for tents, stages, and other temporary structures. It is the responsibility of the applicant to ensure inspections are requested and performed prior to start of the event. The applicant may be the event coordinator or contractor. Inspections can be scheduled for the next business day or the business day of your choice when scheduled before 12:00 am through our automated phone system (614-645-8235) or through the Citizens Access Portal (Columbus.gov/ca). After hour inspection requests should be made as soon as the inspection date is known due to staffing levels. After hour inspection requests must be made no later than 2:30 pm the business day before the inspection.

17. Stages

Stage installation and removal must occur during the permitted set-up/teardown time periods. All temporary stages must be indicated on the event site plan. Please refer to the [Event Site Plan](#) section for all site plan requirements.

Platform Stages

Stages or platforms greater than 120 square feet (i.e. 10'x12') or where more than 10 people will be on the stage require BZS/CFD combined [Temporary Structure application](#). Please refer to the Department of Building and Zoning Services (BZS) [Construction Industry Communication \(CIC\) 29](#) for information and requirements.

Mobile Stages

Mobile stages are best suited for hard surfaces. Mobile stages that are approved to be placed in grass are required to have plywood under the wheels or hydraulic supports. This includes load-in, during the event and load-out.

Mobile stages which have been issued a Vehicle Identification Number (VIN) and do not require onsite construction, alteration or fabrication do not require a building permit. If the mobile stage has an attached covering of tent or awning over 400 square feet, a Fire Department Temporary Operational Permit and inspection will be required. Mobile stages under a separate structure of tent or awning over 400 square feet will require a building and Fire permit via the BZS/CFD combined [Temporary Structure application](#).

Stage Canopies

Stage canopies of over 400 square feet will require the seal of a registered State of Ohio design professional and may require a special inspection.

18. Additional Temporary Structures

Temporary structures are multi-purpose and portable and may include scaffolds, sun shade structures, or air supported structures such as disaster relief stations, vaccination clinics, or greenhouses. Temporary structure installation and removal must occur during the permitted set-up/teardown time periods. The [Temporary Structure application](#) may be required after review from BZS. Please refer to the Department of Building and Zoning Services (BZS) [Construction Industry Communication \(CIC\) 29](#) for information and requirements.

19. Electrical Services

Park Electricity

Limited electricity is available within some parks. Permission to access park electricity is contingent upon the approval of proposed electrical connections, available amperage, payment of applicable fees, and the presence of qualified event personnel to make the connection. Access to electric distribution panels is not guaranteed. Applicant may be required to hire a licensed electrician and schedule an on-site meeting between event electricians and CRPD prior to the event.

Portable Generators

Portable generators provide power when supplemental electricity is needed at events for vending operations, lighting or sound projection. Generators usually run on gasoline, diesel or propane and include a couple of electrical outlets. Medium generators can power between 3,000 and 5,000 watts, large generators can power about 6,000 to 9,000 watts, and extra-large generators can power 10,000 watts and higher.

Electric Permits/Inspections

An electrical permit is required by Building and Zoning Services when the lighting and power is directly wired to existing electrical services or lighting and power are being supplied by vehicle or trailer mounted generator, or if any distribution of power will occur. An electrical contractor registered with the City of Columbus is required to perform the electrical work. It is the responsibility of the applicant to ensure inspections are requested and performed prior to start of the event. Inspections can be scheduled for the next business day or the business day of your choice when scheduled before 12:00am through our automated phone system (614-645-8235) or through our Citizens Access Portal (Columbus.gov/ca). After hours inspection requests should be made as soon as the inspection date is known due to staffing levels. After hours inspection requests must be made no later than 2:30pm the business day before the inspection.

Division of Power

The Division of Power (DOP) must be contacted a minimum of **two (2) weeks prior** to the event if electrical connection to the City power grid is needed. The DOP does not provide electrical distribution services; however, they will assist private contractors in locating power to support temporary distribution systems. Each event must provide all materials: cable, breakers or disconnect fuses, etc. A disconnect shall be provided and located as close as possible to DOP facilities. The disconnect switch shall comply with DOP standards; DOP retains the right to refuse a connection that is deemed non-compliant with DOP standards. The DOP shall determine the point of connection for each service.

If a line extension is required to provide distribution facilities to serve an event, the cost of the line extension will be the responsibility of the applicant. All connections to DOP power sources will be performed by DOP staff. All installations and removals shall be scheduled prior to the event. Unscheduled weekend/holiday work will be billed for a minimum of four (4) hours. For services greater than 600 amps, an electric meter will be installed and a permit and inspection must be scheduled through Building and Zoning Services.

20. Temporary Lighting

Events have a wide range of temporary lighting options at their disposal from enhancing the theme of the event to creating ambience for guests or placing light towers in strategic areas for added safety/security during evening hours. Examples of temporary lighting for events can include but not be limited to light towers, projection/mapping (3-D) lights, balloon lights, bistro/string lights, lasers, moving lights, PAR lights, Gobo pattern projection lights, spotlights, wall washer lights, up lights, and pixel tube lights. Temporary lighting cannot be affixed to any city property such as street lights, traffic lights, street signs and trees. Light placement, usage, etc. will be reviewed by City staff. Additional coordination may be required.

21. Onsite Water Service

All temporary connections to fire hydrants shall have a Reduced Pressure Zone (RPZ) backflow preventer in accordance with American Society of Safety Engineers (ASSE) Standard 1013. The RPZ backflow preventer must be tested by a certified backflow inspector after installation.

A [Special Event Fire Hydrant Application](#) must be submitted to the Division of Water (UtilityPermits@columbus.gov) a minimum of **thirty (30) days prior** to the event. The charge for the permit will be \$75.00 per permit when using five (5) hydrants or less and \$150.00 per permit when using more than five (5) fire hydrants. The charge for water usage will be \$50.00 per day, for each day the applicant has use of a fire hydrant. Fees must be paid to the City of Columbus, Division of Water in advance.

If the event requires construction of temporary water lines by the City, a site plan and \$500.00 refundable security deposit shall be submitted prior to the event so that the work can be planned and scheduled. The applicant is responsible for all labor costs for this work as well as the replacement cost for equipment or materials damaged during the event. If the total cost exceeds the amount deposited, the applicant will be billed for the balance. If the costs are less than the deposit, the remaining amount will be refunded to the applicant.

If the applicant elects to provide all labor and materials required for the construction of the temporary water lines, including the RPZ backflow preventer, a \$50.00 fire hydrant inspection fee will be required to inspect each fire hydrant for operational integrity before and after the event. A \$100.00 late fee shall be assessed if the permit application is submitted less than **thirty (30) days prior** to the event, or if any fees have not been paid within ten (10) days of the event. This is non-refundable.

22. Amplified Sound at Public Events

The issuance of a Special Event Permit shall include permission to have amplified sound provided the applicant completes the section of the Special Event Application pertaining to amplified sound at the time of applying, and includes the location of all designated locations where amplified sound will occur on the event site plan. Applicants receiving a Special Event Permit from CRPD Office of Special Events are exempt from applying for a Community Noise Permit from the Department of Public Safety - License Section.

For the safety of race event participants, amplified sound used solely for the purpose of delivering race event announcements on a recurring or intermittent basis can be conducted at the start/finish area up to 90 minutes prior to the beginning of any race event.

Continuous amplified sound (music, DJ, broadcasting and/or band performances) is permitted at the start/finish area of any race event, up to 60 minutes prior to the start of the race event. No amplified sound may occur after 11:00pm. The CRPD Office of Special Events may restrict hours of broadcast or limit placement of the source of

any amplified sound along a race course in an effort to minimize inconvenience to persons residing on properties abutting the permitted race event course. Amplified sound along the course must be shown on the course map.

Music License

The Columbus Recreation and Parks Department maintains music licenses covering all event musical performances hosted at city owned venues provided the event does not gross over \$25,000.00 in revenue. Events exceeding this level are responsible for necessary licensing and accept complete responsibility for failure to secure appropriate licenses from all performing rights organizations (e.g. BMI, ASCAP, SESAC, etc.).

Movie License

It is the applicant's responsibility to comply with all federal, state and local licensing requirements when hosting an event within a public park. In order to show an outdoor movie to a viewing audience on public property it is necessary to secure public performance rights for the movie to be shown. Public performance rights can be obtained by contacting one of the licensing companies that represent the Motion Picture Association. Failing to pay licensing fees is considered infringement and carries significant penalties (e.g. Swank Motion Pictures, Criterion USA or Motion Picture Licensing Corporation).

23. Alcohol

Ohio's liquor control laws contain special provisions designated to allow non-profit organizations to obtain temporary liquor permits to sell or serve alcoholic beverages at special events. The most widely utilized are the "F" (beer only) and "F-2" (beer and any intoxicating liquor) permits. Temporary liquor permits cannot be issued to for-profit entities. A permit is required if a qualified organization intends to provide beer, or liquor (wine, mixed beverages or spirituous liquor) either for sale by the drink or through the use of an entrance fee or cover charge.

Sale/Consumption at a Downtown District Park or Designated Park

Per City Code the Director of Columbus Recreation and Parks Department is authorized to grant permission to a non-profit organization to conduct an event with alcohol in a [Downtown District Park](#) or other designated location provided the organization possesses a permit for use of the park. The applicant must meet the requirements of the [Ohio Division of Liquor Control](#) and complete the online Special Events Application at least **60 days prior** to the requested event date. Other designated locations may require a letter of support from the Residents Association, Homeowners Association, Civic Association, Area Commission or Friends of the Park organization serving the event area.

Conditions once approved for temporary alcohol license:

The event coordinator must post "no alcohol beyond this point/no carry-in alcohol" signage at all entrances/exits to the event venue and hire Special Duty Police Officers to be on-site 30 minutes prior to the scheduled start time of the event until the completion of the event. If alcohol is served on ice, or will include garnish items, a [Temporary Food License](#) is required.

The purchase of all alcohol products must be through a licensed beverage distributor or caterer. Alcohol sales in Downtown District Parks or designated parks must end by 11:00 pm without permission from the Director of Recreation and Parks. Alcohol sales on city streets must end by 12:00 am without acknowledgment from the Columbus City Council. The City requires passage of a Council Ordinance when alcoholic beverages are to be sold/consumed at events held on public streets beyond 12:00 am. The State of Ohio prohibits sales beyond 1:00 am. No alcohol may be dispensed in glass containers.

Consumption in an Enclosed Park Shelter House

Serving alcohol in an enclosed park shelter house is authorized when an applicant reserves a facility and contracts with a Columbus Recreation and Parks Department approved beverage contractor for the service of beverage concierge (professional bartender). Alcohol may not be sold and no money or tickets may be exchanged. View the alcohol use policy and approved beverage contractor list on the rentals [General Information](#) page.

24. Arena District DORA

The [Arena District Designated Outdoor Refreshment Area](#) (DORA) can be activated three hours before the start of every Blue Jackets, Clippers and Crew SC home game until midnight, in addition to select special events. To activate the DORA for a special event, applicant must complete a Special Event Application.

Patrons who are 21 and older can purchase an alcoholic beverage to go, served in a special DORA cup from participating locations to sip and stroll within the Arena District. The DORA boundaries are marked with signage throughout the district. DORA cups must be emptied and disposed of before entering another licensed location or venue, or when exiting the DORA boundaries.

The [DORA boundary](#) runs along Nationwide Boulevard from Front Street heading west to the Olentangy River. It also extends north along Neil Avenue to the railroad tracks and includes a small green space across from Huntington Park, the plaza east of Nationwide Arena and the walkway north of the plaza to almost Vine Street.

1. Applicant must complete Special Event Application;
2. CRPD will review and coordinate discussion with applicant, AD DORA LLC, and Columbus Police;
3. Applicant must supply Certificate of Insurance naming City as additionally insured with liquor liability coverage;
4. Applicant must supply DORA cleanup plan;
5. Applicant must supply details of DORA security plan.

25. Food Vending Operations

Temporary Food License

Columbus Public Health requires anyone selling food for a charge or required donation to obtain either a Mobile or Temporary Food Service License. If alcohol is served on ice or beverages are served with garnish items, a temporary food service license is required for each sales location. When a catering food service operation provides prepared food for serving at an event and there is a caterer, they must have a food service license, even if the food is donated. Pre-packaged food, and free food giveaways do not require a Temporary Food Service License.

Mobile Food Service Licenses allow food vendors to sell food, throughout the year, anywhere in Ohio and are available at any local or county health department in the state. Temporary Food Service Licenses are generally obtained for a single event held in a specific city and fall under the jurisdiction of the local health department.

Columbus Fire has many requirements for outdoor assembly events. Please review the [CFD Info-Outdoor Assembly Guidelines](#) document for cooking, mobile food vending and other Outdoor Event requirements. Unlicensed Mobile Food Vendors (Food Trucks, Food Trailers and Food Carts) must meet certain Columbus Fire inspection requirements to operate at a City Event. Any unlicensed Mobile Food Vendor that intends to operate at a city permitted event is considered a [VISITING MFV](#) and should review the [Division of Fire Mobile Food Vending](#) page. This includes MFV's that have been licensed previously, but have an expired license. Please share the [Division of Fire Mobile Food Vending](#) page to all Food Trucks, Food Trailers and Food Carts at your event. Any unlicensed vendors will not be able to participate in your event.

Applicants should provide an application for a [Temporary Food Service License](#) to all food vendors that do not possess a Mobile Food Operation License. To obtain a Temporary Food Service License, vendors must submit the required fee along with the completed application to Columbus Health at least **10 days prior** to the event. Columbus Public Health will NOT process permits received less than 24 hours before an event or after 3:00 pm on Thursdays for weekend or Monday holiday events. For additional information about temporary food service, please see the [Introduction to Mobile Food Units](#).

Applicants must supply a list of participating food vendors. The list can be uploaded to the Special Event Application or sent to the Division of Fire – Public Assembly Inspections Office, Columbus Public Health – Food Protection Program and the Department of Public Safety - License Section.

Food Safety at Events

Columbus Public Health will conduct inspections at events. Adequate hand washing facilities, water for cleaning, and containers for wastewater, grease and ash must be provided to food vendors for all events. Inspectors also require each vendor to have food storage units that can maintain appropriate temperatures (see Temporary Food Service Application guidelines for details).

Food Security at Events

Event coordinators and food vendors should be aware of the actions in and around all temporary food operations. To prevent food contamination Columbus Public Health makes the following recommendations for securing your event site:

- Restrict the access of non-employees to the food operation area;
- Monitor the arrival of deliveries and restrict the times deliveries can be made;
- Create barriers between temporary food operations and the public;
- Train, monitor and supervise employees/volunteers on security procedures;
- Lock food storage areas and make sure they are in areas that are well lit;
- Limit public access to event water supply and electrical connections.

Cooking Waste

The event coordinator is responsible for assuring that grease, ash, used cooking oil, and wastewater generated at the event are collected and disposed of in accordance with Columbus Public Health and Department of Public Utilities regulations. Under no circumstances should grease, ash, or wastewater be dumped anywhere on City property. When cooking with charcoal, a metal can with capacity to hold hot ash must be available. Vendors must also have access to at least five gallons of water. Discharging waste into City sewers, storm drains or waterways is illegal and can carry a fine of up to \$10,000.00 per day.

Wastewater containers may be obtained from portable restroom suppliers. Grease, ash and wastewater containers must be placed on tar paper, cardboard or a similar material to prevent additional clean-up costs due to damages/stains caused by accidental spills.

26. Merchandise Vending Operations

Commercial Sales License

The Department of Public Safety - License Section requires all vendors wishing to conduct food or merchandise sales to obtain a Commercial Sales License unless they are participating in a permitted event.

Tobacco 21

The Ohio law prohibits tobacco sales, inclusive of all products and paraphernalia including hookah, e-cigarettes, pipes, rolling papers, etc. to anyone under the age of 21.

The City will:

- Require tobacco retailers to obtain and retain a Retail Tobacco Sales License, administered by Environmental Health at Columbus Public Health (CPH);
- Require ID for all tobacco and paraphernalia sales up to age 30;
- Require vendors display CPH approved signage stating prohibition of sales to those under age 21;
- Prohibit the sale of tobacco and paraphernalia through vending machines;
- Create the authority to develop and administer a civil process designed to increase compliance and enforce the terms of the Retail Tobacco Sales License;
- Retain police enforcement authority for criminal offenses related to tobacco sales.

Charities

Nonprofit organizations that are vending at an event in the City must have a valid Charitable Solicitation Permit issued by the License Section along with a State of Ohio Charitable License available at the Office of the Ohio Attorney General.

27. Tables/Chairs/Seating

All tents with seating must have an aisle a minimum of 44 inches wide, illuminated “exit “ signs if occupied at dusk or night, and an exit points within 100 feet of each occupant. A site plan must be included for tents over 400 square feet with seating showing aisle width and exits. Please review [CIC#29](#) for more information.

The City does not loan or rent out tables, chairs or bleachers for events. There are numerous companies in the Columbus Metropolitan Area that rent tables, chairs and bleachers.

28. Circus/Carnival/Games/Rides/Inflatables

Carnival and Games

Any person that operates any circus, menagerie, carnival, or free show in the City must obtain a license from the Department of Public Safety – License Section.

Inflatable Amusements

Inflatable amusements such as bounce houses, slides, etc. are not permitted unless the applicant obtains liability insurance naming the City of Columbus as an additional insured for \$1,000,000 as required by policy. Please see our website City resource section for a sample of the appropriate insurance form to be submitted.

The blower of any inflatable amusement must display a current year permit decal from the Ohio Department of Agriculture (ODA) or the owner may be subject to a fine of not more than \$500.00 for the first violation, not more than \$2,500.00 for the second violation and not more than \$5,000.00 for each subsequent violation on the same or other ride that occurs within two years of the second violation or preceding subsequent violation by the ODA.

Mechanical Amusement Rides

A mechanical amusement ride means any vehicle, boat, bungee jumping device, or other mechanical device moving upon or within a structure, along cables or rails, through the air by centrifugal force or otherwise, or across water, that is used to convey one or more individuals for amusement, entertainment, diversion, or recreation. An amusement ride includes, but is not limited to, devices commonly known as Ferris wheels, carousels, parachute towers or bungee jumping devices. Mechanical amusement rides are not permitted on park property.

29. Animals

Exotic or Wild Animals

Anyone that operates any circus, menagerie, carnival, or free show within the City must obtain a license from the Department of Public Safety – License Section.

Petting Zoo Policy

The operation of petting zoos in the City requires licensure from the United States Department of Agriculture or [Columbus Public Health](#) and inspections performed by the Columbus Public Health Department.

Petting zoos that do not comply with all applicable laws and regulations are not allowed to operate on any City property used in conjunction with an event. Petting zoos must adhere to all federal and state regulations regarding the importing of animals into the United States and Ohio. Operators of petting zoos must provide hand-washing stations with water, soap and disposable towels. Operators must also post signage stating that visitors are not permitted to feed the animals.

30. Vehicles

A Vehicle Assembly Venue Permit is required to display, operate or demonstrate liquid or gas-fueled vehicles or equipment in assembly buildings. The Division of Fire requires that keys belonging to all approved display vehicles must be housed on site at the event headquarters or with the event coordinator with 24/7 access for emergency purposes. The Ohio Fire Code requires gasoline tanks to be under 1/8 of a tank of fuel, gas caps must be taped to prevent fumes from escaping, and battery terminals must be disconnected and then taped to prevent contact with the battery. Operating vehicles or equipment may also require a CFD Fire Watch.

31. Fencing

Temporary fencing is a critical component to an event safety plan. Temporary fencing helps with crowd control whether it is used to set apart VIP areas, keep restrooms more secluded, protect stages from excited fans or meet legal requirement for serving alcohol. Before renting temporary fencing, determine what purpose the fence will serve in different areas of the venue. The most common types of temporary fencing is:

- Fence panels which resemble chain link fence and are typically made from durable steel in 10 ft. and 12 ft. widths. They come in various heights and can be anchored by sand bags;
- Barricades are lighter weight and shorter than fence panels. They are sometimes called “bike fence” because they can also be used as temporary bike racks. They are easy to hook together;
- Plastic fence is a strong plastic mesh that can be used as a light weight alternative for easy set-up.

Crowd Control Devices

Fencing and other crowd control devices are the responsibility of the event coordinator. Specific requirements are applicable during fireworks displays. Consult with the Division of Police - Special Events Office and the Division of Fire - Public Assembly Inspections Office prior to making arrangements for installation of any crowd control devices. A Temporary Operational–Outdoor Assembly Fire Permit is required for any outdoor event that confines/restricts movement of 50 or more attendees by permanent or temporary installation of barricades, bleachers, stages, fencing (including bike rack and/or natural barriers) or other temporary structures. When temporary fencing is to be erected in a public park the CRPD Office of Special Events must be contacted for approval. A Building and Zoning Services (BZS) [Temporary Structure Permit](#) may be required. Please refer to the [CIC#29](#) for further information.

32. Signage

In most cases, light poles are not designed for the wind resistance that is created by affixing banners and signs to them. Banners and signage may not be posted in, or attached to, any structures, trees or facilities located on public property without permission from the City. City departments will not use City equipment and personnel to assist with the placement of event signage.

33. Fireworks/Pyrotechnics/Flame Effect

Permission to incorporate fireworks, pyrotechnics, or flame effects into an event is contingent upon meeting the requirements set forth by the Division of Fire. A flame effect is the combustion of flammable solids, liquids or gases to produce thermal, physical, visual or audible phenomena before an audience. Applicants must submit a completed [Firework, Pyrotechnics and Flame Effects Exhibition Permit](#) application and a detailed exhibition plan. An Ohio Licensed Flame Effects Exhibitor must apply for the permit. For more information contact the Columbus Division of Fire – Public Assembly Inspections Office.

34. Security Plan

The applicant is responsible for providing all special event security needs. The Columbus Police Special Events Office will review applications and has the final authority to require Police, private security and/or other security staff. Columbus Police will determine the number of officers and/or security staff based upon the information provided in the special event application. All events held on public property with alcohol must hire special-duty Columbus Police.

Applicants must provide details of hired private security that will be onsite. Any private security company must be licensed, bonded and insured in the State of Ohio. All onsite security staff must wear matching security uniforms to be easily identifiable by Columbus Police. When Columbus Police are hired as event security, private security staff are not permitted to be armed. Private security may only be armed if they are the sole security provider for the event. Armed private security must be disclosed in the special event application.

As part of your special event security plan, Columbus Police may allow the event organizer to use volunteers in specific predetermined locations and capacities that do not require licensed private security. Should the volunteer services fail to be provided and/or prove inadequate, Columbus Police maintains the right to shut down any or all components of the event and/or to provide additional department staff that will be billed directly to the event organizer.

35. Medical Plan

Columbus Fire/EMS First Aid Services: EMS, Fire Prevention, Hazmat, Assessment

Columbus Division of Fire (CFD) determines the scope and need for First Aid/Emergency Medical Services (EMS) coverage for events held within the boundaries of the City of Columbus. Approval of an event's EMS Plan is required for all events. If CFD is hired to manage onsite EMS and an expansion of EMS services is needed to cover an event then it will come from the Division of Fire – Special Events Office.

The Division of Fire (CFD) will make the determination based on a number of planning variables including:

- Type of event;
- Estimated attendance;
- Availability of alcohol beverages;
- Event location (including maps);
- Weather conditions;
- Time of day event being held;
- Communications needs (Incident Command System/National Incident Management System) interoperability;
- Street closures;
- History of event.

As deemed necessary, CFD will create an Event Safety Plan. This plan will serve as a forum to provide clarity to the event team and CFD Emergency Services staff on duty during the event.

When contracting with the Columbus Division of Fire – Advance Life Support (ALS) is the only level of EMS coverage. The crew can consist of 2 or 3 person teams. Mass gatherings (over 5,000 in attendance) and/or extreme event conditions will determine the size of the team, at the discretion of the CFD Special Events Supervisor.

When two or more EMS teams are employed, a Lieutenant or Captain will be required for span-of-control management. When four or more units are employed an Event Dispatcher and Supervisor/Incident Commander will be employed for operational and interoperability needs. These ensure lines of communication between the event team and CPD or event security. High profile events that are nationally/internationally televised will require CFD Personnel/Paramedic staffing to be hired by the event.

36. Emergency Plan

All applicants should consider the possibilities of natural disasters and unplanned emergencies. A basic emergency response plan should be adopted and communicated with event staff, police/security personnel and on-site first aid providers.

Event Safety Plan

City Departments will require each event to submit event safety plan information in the application before approving any permit requests. Additional plans may be shared and/or required. Applicants should consider the following:

- Identification of who will make key decisions such as canceling the event;
- Name and cell phone number of Event Safety Manager;
- Plans for communicating with event staff, volunteers, guests, media, vendors, on-site police and first aid providers;
- Procedures for reporting emergencies to event staff and emergency service providers;
- Methods for safely managing site evacuation in the event of an emergency;
- List of primary and secondary evacuation routes and safety shelters;
- Steps for caring for injured participants and lost children;
- Steps for securing potentially dangerous items (tents, signage, propane tanks and items that can be propelled by high winds);
- Plans for evacuating tents when wind speeds reach an excess of 40mph;
- Methods for dealing with suspicious packages;
- Training for use of fire extinguishers;
- Access to real-time local weather forecast;
- Plans for a back-up public address system for announcements (generator or megaphones);
- Plans for securing cash control areas and fiscal staff and volunteers;
- Methods for distributing emergency supplies to staff and volunteers.

It is recommended that applicants have pre-planned announcements ready to notify participants of an emergency. The appointed emcee, staff member(s) or volunteer(s) delivering the message will be able to calmly and accurately express helpful information to event participants. Prepared announcements should be made ready for suspension, cancellation or evacuation instructions. Preplanned announcements should be reviewed with all staff, volunteers or anyone expected to communicate the message.

Temporary Operational Fire Permits

Temporary Operational Fire Permits and site inspections are required by the Division of Fire for any one of the following:

- Outdoor event that takes place in a City park, requires a street closure or impacts the public right-of-way. Applicants will begin the permit process by completing the Special Event Application;
- Outdoor events having a projected attendance of 100 or more persons at any one time;
- Outdoor events that confines/restricts movement of 50 or more attendees by permanent or temporary installation of barricades, bleachers, stages, fencing (including bike rack and/or natural barriers) or other temporary structures. Outdoor events that are on private property and do not impact the public right-of-way and do not have any temporary structures that require a building permit will begin the permit process with the Building and Zoning Services Department directly.
- Outdoor events that are on private property and do not impact the public right-of-way and have tents, membranes, stage canopies or other temporary structures over 400 square feet;
- Tents with side walls in groups larger than 400 square feet without a break or without side walls in groups larger than 700 square feet without 12 foot fire breaks;
- Cooking vendors (cooking on site and selling food – including mobile food vending units);
- Event has on-site cooking operations or the presence of more than 60 pounds of LPF (propane);
- Any activity deemed to be potentially hazardous by the Division of Fire.

During the application review process the Division of Fire – Public Assembly Inspections Office will assess site plans, safety plans, floor plans for gathering areas, and flame resistance certificates for tents and membrane structures.

Inspections will be conducted for all cooking, heating and/or electrical equipment, appliances, tents/membrane structures and stages prior to the opening of the event. Event inspections occurring after 4:00pm on weekdays, on holidays, or on weekends, are subject to the after-hours fire inspection fee. After-hours inspection fees may also apply to events where final inspections are unnecessarily delayed.

37. Restrooms

The applicant is responsible for arranging to have adequate restroom facilities available for event patrons. Portable restroom providers can assist applicants with determining the quantity that will be needed to meet the needs of the projected attendance. It is recommended that one (1) portable restroom be ordered for every 60 event participants. It is recommended that a minimum of one hand washing station be available for every 10 portable restroom units. Applicants should plan accordingly for ADA accessibility to portable restrooms. Restroom accessibility for persons with disabilities must be incorporated into the event plan and location of these facilities must have unobstructed access. ADA requires that at least five percent of a single user portable toilet cluster at a single location be wheelchair-accessible (this equates to roughly one wheelchair-accessible unit for every twenty regular restrooms for public events).

Park restrooms may be requested for use during events, but are not guaranteed. Certain restroom facilities are available seasonally. Park restrooms will not be used for larger events based on the limited amount of people they can accommodate. CRPD staff determines park restroom availability for events.

38. Waste Management

Trash

The applicant is responsible for obtaining adequate trash containers for the event, as well as providing all labor and materials necessary to maintain a clean and orderly event site during and after the event. Event coordinators are responsible for removing all waste from the site at the conclusion of the event. It is recommended that there be one gallon per day for each person in attendance at an event. For reference, a 96-gallon container is equivalent to ½ cubic yard. Installation of trash removal containers must occur during set-up and tear-down of the event.

All permanent park or sidewalk trash receptacles must be emptied and replaced with new can liners. Applicants may haul trash away to an offsite location, use park dumpsters (when available) or rent temporary dumpster(s). For any event in which a dumpster or roll-off will be left overnight, containers should be watertight, properly covered and secured. These preventative measures are to prevent leachate (environmentally harmful liquids from contaminating the ground water) and illegal dumping. Removal of all event related trash from the area used must include ground litter, food waste and debris. All event signage, related supplies and equipment must be removed, and hard surfaces must be clean of stains from spills. Charcoal must be removed properly via a metal container with the capacity to hold hot ash. Under no circumstances should grease, ash, or wastewater be dumped anywhere on City property. Discharging waste into City sewers, storm drains or waterways is illegal and can carry a fine of up to \$10,000.00 per day.

Any set-up or event component using a lane or sidewalk outside of the permitted times and/or boundaries of a street closure requires the 906 Right-of-Way Occupancy Permit. The 906 Occupancy Permit can be found at [Columbus Public Service](#).

For events where parking is not contained on-site, event coordinators should adopt the good-neighbor practice of surveying areas outside of the immediate area of use to make sure that event related trash and debris has not been discarded by patrons as they depart from the event.

Recycling and Food Waste

The applicant is not currently required to recycle or collect food waste from events however multiple resources exist to help you do so.

Refuse Collection

If you would like to coordinate with the City of Columbus Division of Refuse Collection please refer to columbus.gov/publicservice/Refuse-Collection.

Best Stormwater Management Practices

During a rainfall event, water flows from the event site via storm drains and directly into the rivers without any treatment. The rain water will pick up pollutants such as trash, oil, or anything else left behind from your vendors and guests of your event. As a participant, your organization can be proactive and prevent any stormwater violations. The cost to clean up pollutants once they are in the storm line or waters of the State can be several thousand dollars. To help you comply with the federal, state, and local storm water regulations, we have outlined some Best Management Practices for you and your vendors to follow. It is your responsibility to inform all vendors and participants at your event of proper storm water management practices.

The objective in stormwater protection is that only rain goes down the drain. Best Management Practices are specific steps that are taken in order to prevent pollution from entering the storm sewer system at your event. All employees and vendors shall review these guidelines and make every possible effort to keep pollutants from entering the storm sewer system. For any questions on Best Management Practices or needs for educational materials for vendors or guests please contact the City of Columbus Stormwater Section at **614-645-6311**. To report pollution in our rivers and streams or to report anything other than rain entering a storm drain, call the City of Columbus Stormwater Hotline at **614-645-STREAM (7873)** 24 hours a day.

Contracts and Leases

- If you have contracts with vendors participating in your event or companies hired to help with cleanup, include language requiring them to be educated and responsible for proper stormwater management;
- Put this language in any contract into which you enter.

Waste Management and Disposal

- Be sure adequate receptacles are provided for use by vendors and guests to prevent litter;
- All waste receptacles (dumpsters) must be sturdy, leak-tight, and equipped with lids or covers. Keep all outdoor receptacles closed unless adding or removing wastes;
- Do not wash out any receptacles outdoors unless wastewater is collected and disposed of properly;
- Be sure containers are emptied as needed to prevent overflow;
- It is also important they are emptied at the end of each day.

Portable Toilets

- Be sure they are serviced frequently to prevent any overflows or leaks;
- Require your vendor to take the means necessary to prevent the portable toilets from being knocked or blown over;
- Do not place toilets next to or over a storm drain.

Grease Management

- Have spill cleanup material on hand and clean up spills immediately;
- Protect the ground under and around your cooking area using tar paper or cardboard;
- Properly dispose of all grease into an approved collection bin. Wastewater Management (Gray Water Containers);
- Provide disposal containers for your vendors to prevent having this wastewater discharged to the environment;
- Keep the disposal containers out of sight of the guests to prevent them from using the containers as trash cans.

Pressure Washing and Outdoor Cleaning

- Use dry cleanup methods to collect litter and absorb any liquid wastes prior to any pressure washing. These include using absorbents (e.g. "Oil-Dri," kitty litter, rags, sand, etc.), sweeping, and scraping off dried debris;
- Prior to pressure washing, identify where all storm drains are located. Wash water must not be discharged onto paved surfaces or allowed to enter the storm drains;
- Determine where water will pool for collection;
- Use the following types of equipment to protect storm drains and to contain and collect wash water: vacuum pumps, booms/berms, portable containment areas, storm drain covers, inflatable sewer plug, oil/water separators, holding tanks, portable sump pumps, hoses, and absorbents. Using wet vacuums is also another acceptable method of collection;
- Once water is collected, dispose of it properly.

39. Parking

Parking availability needs to be considered to determine if the footprint is appropriate for the event. A permit may be denied if the requested venue does not have sufficient parking for attendees. Parking on park grass space is prohibited. Preparing a safe and convenient parking plan should be a priority when planning an event. As you develop your parking plan, consider available handicap parking. On your application you will need to describe parking for:

- Attendees
- Vendors and/or sponsors
- Volunteers
- City staff/inspectors
- Rideshare drop-off/pick-up zones
- Shuttle/off-site parking

40. Event Site Plan

Detailed event site plans are required with your application submission. While event site plans are not required to be professionally drawn, they must be legible, to scale, or labeled with dimensions of each item. The plan must include a "site plan key" which identifies the size of items on the plan, and where required, the distances between permanent structures and temporary event items. A site map containing the following items must be uploaded to the Special Event Application.

- Event boundaries including street names;
- "North" indicated by a directional arrow symbol;
- Location of event entrances/exits, the width of exits and location of exit signs;
- The distances between existing structures and temporary structures used for the event;
- The distance between temporary structures and property lines;
- A diagram showing any covered or fixed seating and/or table areas (with 44" aisle widths);
- Numbers, sizes and locations of tables and chairs;
- Location of any fencing including type, height, gate size and locations, and location of exit;
- Location and type of all cooking operations and distances from other cooking operations;
- Location of fire hydrants and site entry points for emergency vehicles;
- Location of all tents with dimensions and intended use. If side walls are used on a tent, indicate where, how many sides will have walls, and note when sidewalls will be used (during the event, overnight etc.);
- Location of stages, platforms, amplified sound, traffic barricades, fire extinguishers, first aid locations, dumpsters, fuel stations, propane tanks, generators, portable restrooms, heaters, supply vehicles, parking areas, and the event headquarters;
- Indicate emergency evacuation routes and access for emergency vehicles within 150 feet of the venue.

When preparing your site plan you must consider the following:

- Nothing can be placed within 3 feet of a fire hydrant;
- A 20 foot fire lane must be maintained on all streets closed for the event;
- Tents must have a handicap accessible route;
- Tents used for cooking must be separated from other structures by 20 feet;
- Cooking equipment cannot be within 10 feet of any combustible material;
- Mobile food vendors must be separated by 7 feet of space, or 10 feet from other types of cooking operations. No open flame cooking may be done under a tent or canopy or in front of vendor booths;
- A 12 foot fire break is required between permitted temporary structures and existing structures.

41. Insurance Requirements

The City requires each Special Event to carry comprehensive general liability insurance (CGL) naming the City of Columbus as an additional insured. The policy must provide a minimum of \$1 million CGL insurance for general aggregate liability losses, personal injury, property damage, product liability, and cover all operations of the event including but not limited to participants, contractors, subcontractors, vendors, exhibitors, staff, volunteers, etc. The coverage should be written on a “per occurrence” basis and should include event “**set-up**” and “**tear down**” dates. The insurance coverage must be written by a company licensed to do business in the State of Ohio.

The applicant, not the insurance agent, must submit a copy of the ACORD [Certificate of Insurance](#) when completing the online Special Event Application. Organizations whose certificate of insurance will expire after the application deadline and prior to the event may submit the Special Event Application. Applicants may upload a copy of their Certificate of Insurance at a later date. The Certificate of Insurance must be submitted in order to receive a permit. All insurance policies and subsequent renewals must be maintained in full force throughout the entire period of the event. It is understood that the City of Columbus is held free and harmless from any claims, actions, suits, proceedings, damages, costs and expenses arising out of the use and occupation of the public premises associated with a permitted activity.

The certificate holder address is City of Columbus, CRPD Office of Special Events, 1111 East Broad Street, Suite 101, Columbus, Ohio 43205.

Coverage Levels:

- Minimum Liquor Liability limits of \$1 million CGL insurance per occurrence;
- Minimum of \$2 million CGL insurance for general aggregate is required for fireworks per occurrence;
- Minimum of \$200,000 Rented/Leased Equipment Coverage is required for rental of Bicentennial Park Performing Arts Pavilion sound system and/or CRPD Stage Line SL250 Stage Van per occurrence;
- Minimum of \$1 million required for Special Event Permits with inflatable amusements;
- Minimum of \$1 million required for Products/Completed Operations per occurrence;
- Minimum of \$1 million required for Personal/Advertising Injury per occurrence;
- Minimum of \$1 million required for Commercial Automobile Liability per occurrence;
- All insurance coverage provisions, and limits, may be revised by the City to reflect risk exposure.

42. Contacts

City Services

CRPD - Office of Special Events: Special Events, Block Party and Film permitting.

1111 East Broad St., Suite 101, Columbus, OH 43205

614-645-3800

specialevents@columbus.gov

CRPD - Rental Services Section: Facility rentals in city parks, health & wellness licenses, wedding sites.

1111 East Broad St., Suite 101, Columbus, OH 43205

Stanley Bulejski: 614-645-3340

srbulejski@columbus.gov

CRPD - Sports Section: Athletic fields and sports facility rentals.

1111 East Broad St., Suite 101, Columbus, OH 43205

614-645-3366

CRPDSports@columbus.gov

Facilities Management Division: Use of City Hall, Public Safety Building, and Michael B. Coleman Governmental Center.

90 West Broad Street, Columbus, OH 43215

Ward W. Weber: 614-645-2720

WWWWeber@columbus.gov

Division of Police – Special Events: Special Duty Officers, event security and street closure approvals.

120 Marconi Blvd., Columbus, OH 43215

614-645-4375

specialevents@columbuspolice.org

Division of Police – Marine Park Unit: Waterway activities.

2933 Riverside Dr., Columbus, OH 43221

Tim Stout: 614-774-7645

TStout@columbuspolice.org

Division of Fire - Special Events Office: Emergency medical services for Special Events.

4252 Groves Rd., Columbus, OH 43232

Lt. Zach Bridges: 614-221-3132 x75965

zsbridges@columbus.gov

Division of Fire – Public Assembly Inspections Office: Public assembly, event inspections and fireworks.

3639 Parsons Ave., Columbus, OH 43207

614-645-7641

CFDEvents@columbus.gov

Building and Zoning Services: Temporary structure permits and inspections, electric permits and inspections.

111 N Front St., Columbus, Ohio 43215

Nell Rife: 614-645-8145

hmrife@columbus.gov

Division of Traffic Management: Traffic planning, street closures, street closure device requirements.
1881 E. 25th Ave., Columbus, OH 43219
Mark Dipiero: 614-645-5845
mwdipiero@columbus.gov

Right-of-Way Permits Office: Occupancy permits and fee collection for division services.
111 N Front St, 1st Floor, Columbus, OH 43215
Jarrod Elfrink: 614-645-5997
ColsPermits@columbus.gov

Division of Parking Services: Paid parking locations.
2700 Impound Lot Road, Columbus, OH 43207
Mark Springer: 614-645-4070
MSpringer@columbus.gov

Street Maintenance Operations: Street cleaning, litter control, post event clean up, street maintenance.
1881 East 25th Avenue, Columbus, OH 43219
Rodney W. Sparks: 614-645-6325
RWSparks@columbus.gov

License Section: Commercial sales licenses, community market licenses and charitable solicitation licenses.
4252 Groves Road, Columbus, OH 43232
Glenn Rutter: 614-645-8366
GERutter@columbus.gov

Ben Lee: 614-656-8366
BELee@columbus.gov

Columbus Public Health: Food service operation, temporary food service licensing, vendor inspections.
240 Parsons Ave., Room N106A, Columbus, OH 43215
[Food Protection Program:](#) 614-645-8191
[Business and Licensing Program:](#) 614-645-7005

Rob Acquista: 614-645-6176
robertacq@columbus.gov

Division of Refuse Collection: Refuse collection/removal, litter control, recycling and post event clean-up.
2100 Alum Creek Drive, Columbus, OH 43207
Dorothy Tubaugh: 614-645-5747
detubaugh@columbus.gov

Division of Power: Access to municipal electric equipment and service.
3500 Indianola Ave., Columbus, OH 43214
Don Gnaedinger: 614-645-2409
ddgnaedinger@columbus.gov

Division of Water: Temporary water line installation, fire hydrant permits, back flow prevention devices.
910 Dublin Road, Columbus, OH 43215
Special Event Fire Hydrant Applications
UtilityPermits@columbus.gov

Lewis J. Flemister: 614-645-7028
Water_Festivals@columbus.gov

Division of Sewerage and Drainage, Stormwater Regulatory and Management: Proper disposal of grease and gray water during events and education about storm water.
1250 Fairwood Ave., Columbus, OH 43206
24 Hour Spill/Dumping Hotline: 614-645-STREAM (7873)

Bob Lamb: 614-645-0363
bflamb@columbus.gov

Ariel Pinson: 614-645-0362
aepinson@columbus.gov

Non-City Services

Paul Peterson Company: Traffic Control Devices
950 Dublin Rd. Columbus, OH 43215
614-486-4375

Safety Service Products Inc.: Traffic Control Devices
724 Hudson Street, Columbus, OH 43211
614-263-8888

Road Safe Traffic Systems: Traffic Control Devices
1350 Stimmel Road, Columbus, OH 43223
614-274-9782

Ohio Department of Commerce Division of Liquor Control: Temporary liquor permits for events.
6066 Tussing Road, Reynoldsburg, OH 43068-9005
614-644-2360
web.liqr@com.state.oh.us

Arena District Designated Outdoor Refreshment Area (DORA): Coordinate DORA cups purchase.
375 N. Front Street, Suite 200, Columbus, OH 43215
614-857-2330
info@arenadistrict.com

University Area Commission (UAC): Contact to obtain signature on petition page for a block party or street closure within the UAC district.
2231 North High Street, Suite 100, Columbus, OH 43201
614-441-8174
commissioners@universityarea.org

Columbus Commons: Management of 6-acre downtown green space, and performance stage.
160 South High Street, Columbus, Ohio 43215
Ashley Myers: 614-461-4454
amyers@downtowncolumbus.com

COSI: Contact for use of COSI English Plaza, and Street Closure Petition signature for Washington Blvd.
333 W Broad Street, Columbus, OH 43215
614-228-2674

Makenzie Skinner: 614-629-3128
MSkinner@cosi.org

Franklin County Metro Parks: Contact for use of a metro park for events.
1775 Darby Creek Drive, Columbus, OH 43119
614-891-0700

Jen Boniface: 614-508-8008
BONIFACE@metroparks.net

Statehouse/Capitol Square: Permits for use of the Statehouse & Capitol Square.
1 Capitol Square, Columbus, Ohio 43215-4210
Haley Melcher: 614-466-2251
visitors@ohiostatehouse.org

Central Ohio Transit Authority (COTA): Contact in regard to bus routes and street closures.
33 N. High Street, Columbus, OH 43215
614-275-5800/Cell: 614-599-997

Ronnie Tyler, Transportation Services Supervisor
tylerri@cota.com

Ken Evans, Superintendent of Transportation
evanske@cota.com

Charles Edwards, Director of Transportation
edwardscl@cota.com

43. Definitions

Accessibility

Making things accessible to all people whether they have a disability or not.

ACORD

ACORD, the Association for Cooperative Operations Research and Development, is a non-profit organization that provides the global insurance industry with data standards and implementation solutions. ACORD is widely known across the industry for the publication and maintenance of an extensive archive of standardized forms.

ADA

Americans with Disabilities Act prohibits discrimination against people with disabilities.

Admission Based

The fee charged for admission to enter an event.

Advanced Life Support (ALS)

A medical asset staffed by a least one Paramedic and one EMT or two Paramedics, to provide a higher level of triage, medical stabilization, or medical care and transport to a hospital.

Amplified Sound

The use of any machine or device required for the amplification of the human voice, music or any other sound. This shall not include vehicle radios, personal music devices, display screens and/or warning devices used by City departments.

Applicant

The individual and/or organization seeking the necessary permits for planning an event. The applicant collectively refers to the Host Organization, Permit Holder, event organizer, and all others involved with applying for event permits.

ASCAP

The American Society of Composers, Authors, and Publishers is an American non-profit performance-rights organization that protects its members' musical copyrights by monitoring public performances of their music, whether via a broadcast or live performance, and compensating them accordingly.

Ballast

Ballast is a heavy substance (such as sand, concrete or water) placed in such a way as to improve stability for anchoring a temporary structure during high winds, heavy rains and snow storms.

BMI

Broadcast Music, Inc. is one of four United States performing rights organizations that collects license fees on behalf of songwriters, composers, and music publishers and distributes them as royalties to those members whose works have been performed.

Buoy

An anchored float serving as a navigation mark, to show hazards or for mooring a vessel.

Catering Food Service Operation

When food is prepared for an event where there is a fee to attend and the fee is based on a per-function or per-event basis.

Certificate of Insurance

A Certificate of Insurance (COI) is the standard insurance industry form known as the ACORD 25 Certificate of Liability Insurance that is obtained from the insurance carrier.

Charitable Organization

A charitable organization or charity is a non-profit organization whose primary objectives are philanthropy and social well-being. Charitable organizations may not use any of their funds to profit individual persons or entities.

City

Means the City of Columbus, as a political subdivision of the State of Ohio.

Commercial

The ordinary activities of trade and commerce where the profit motive is the primary purpose.

Commercial Zone

A geographic area that has a combination of public right-of-way access, vehicular traffic patterns, pedestrian density, and mobility options, such that reasonable access for mobile food vending does not constitute an unreasonable threat to public health and safety.

Community Market

Any organized gathering of persons to primarily sell or offer for sale on a temporary basis upon public property any handmade merchandise, fruits, meats, vegetables, garden produce and/or food for human consumption. Additionally, merchandise, goods, wares, food or drink for human consumption, services or other commodities may also be sold.

Cooking Waste

Grease, ash, used cooking oil, and wastewater generated from a food vending operation.

Course Marshal

An individual on a race course that provides direction to participants.

Crowd Control Device

Any device that restricts pedestrians from entering an unauthorized or dangerous area. Most barricade ends lock together to create a safe and secure barrier as long as needed.

Cycling Event

A cycling race event for non-motorized bicycles.

Demonstration

A gathering of people on public right-of-way or parkland for a public meeting, assembly, speech, protest, rally, or vigil involving the expressions of ideas, opinions, dissent or grievances.

Downtown

The Downtown Columbus Business District within the boundaries of I-670, I-71, I-70 and State Route 315.

DORA

Per the section 4301.82 of the Ohio Revised Code, a Designated Outdoor Refreshment Area or "DORA" is nothing more than a specified area of land that a local legislative authority has designated as exempt from certain open container provisions as defined within the legislative act that created the DORA.

Estimated Attendance

The attendance at a permitted activity as estimated by the event coordinator on an application. Expected total attendance includes all event staff, vendors, spectators, participants, and attendees.

Event Coordinator

The individual and/or organization responsible for the execution of the event. The Event Coordinator collectively refers to the Host Organization, Permit Holder, Onsite Coordinator, and all others involved with organizing the event.

Event Safety Manager

Event Safety Manager acts as an extension of event management to ensure the safety of participants in case of inclement weather, natural disaster or other emergencies.

Event Safety Plan

Plans designed to ensure the health and safety of participants and staff during an event.

Event Site Plan

The event site plan depicts the physical layout of an event site. It should include dimensions or be to scale, legible, and visually show all of the elements of the event.

Exceptional Activity

An activity within a City of Columbus park, street, trail or waterway deemed a unique and/or rare artistic, educational, historical or recreational circumstance. Exceptional Activity classification will be determined by City staff.

Federal Identification (ID) Number

The Federal Employer Identification Number or the Federal Tax Identification Number is a unique nine-digit number assigned by the Internal Revenue Service to business entities, which includes non-profit organizations, operating in the United States.

Fire Lane

A fire lane is a traffic lane in which parking is not permitted in order to allow access for emergency vehicles. Fire lanes are twenty (20) feet wide, and must be a minimum of ten feet (10) feet away from buildings and structures.

Fire Watch

A temporary measure, intended to ensure consistent and systematic surveillance of a premises for the purpose of identifying and controlling fire hazards.

First-Aid

Emergency aid or treatment given to someone injured or suddenly ill before regular medical services arrive or can be reached.

Food

Food means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption.

General Contractor

A person registered by or with the Columbus Building & Zoning Services to assemble all types of temporary commercial structures.

Gray Water

Wastewater generated from a sink of a mobile food concession unit at an event that by law cannot be dumped in a storm drain.

Hazmat

An abbreviation for “hazardous materials”—substances in quantities or forms that may pose a reasonable risk to health, property, or the environment.

Host Organization

The organization or individual that creates the vision of what the event will be, including the budget and the scope of the event. The host organization is the organization or individual legally responsible for all fees, requirements, violations and damage to public property that result from the actions of volunteers, staff, participants or event subcontractors during the hours of permitted use.

Inflatable Amusements

An amusement device, used to bounce or otherwise play on, that incorporates a mechanical system and employs a high-strength fabric that achieves strength, shape, and stability by tensioning from internal air pressure.

Late Fee

An additional processing fee required for all event applications submitted after the submission deadline.

Licensed Electrician

Electricians are licensed by the State of Ohio and the City of Columbus.

Mobile Food Service License

Official permission to prepare or serve food from a movable vehicle, portable structure or watercraft that routinely changes location. The license can be obtained through any local or county health district.

Mobile Food Vendor

Any owner, owning, controlling, operating or managing any mobile food vending unit.

Music License

Music licensing is intended to ensure that the owners of copyrights on musical works are compensated for certain uses of their work. A purchaser has limited rights to use the work without a separate agreement.

Non-Commercial

Shall mean and include, but is not limited to philanthropic, political, patriotic, recreational and/or charitable purposes.

Non-Profit Organization

Shall mean an organization recognized as such by the Internal Revenue Service in accordance with section 501 (c) of the Internal Revenue Code.

Normal Use

Daily activity in a park or facility that does not impact or inhibit use by the general public, and that does not otherwise alter the space.

Notification of Intent

A printed notice that is distributed by the event coordinator to property occupants adjacent to a race course to inform them that a race event will occur within 15 days.

Ohio Building Code

The Ohio Building Code adopts the International Building Code, International Mechanical Code, International Plumbing Code, and the International Residential Code which is used by the Building & Zoning Services Department.

Occupant

The owner, manager, assistant manager, or lessee of a residence, business, school, church, hospital or other properties impacted by an event closing or obstructing normal use of public streets.

Ohio Fire Code

The Ohio Fire Code is based on the International Fire Code, as amended by the State Fire Marshal of Ohio and is used by the Division of Fire.

Onsite Coordinator

The individual who is the primary point of contact during the event. The onsite coordinator must be available during set-up through tear-down of the event.

Paid Parking

Any parking space that has a parking meter, multi-space parking kiosk, or is designated as a mobile payment location.

Parade

A procession or moving assemblage of people, authorized motorized vehicles and/or parade floats upon any street or public thoroughfare other than routine vehicular traffic, a race event or a funeral procession.

Parking Kiosk

The City provides multi-space metered parking in designated locations where customers make payment at a kiosk instead of individual parking meters.

Parking Meter

A mechanical or electronic device used, placed, installed or erected at or near the curb adjacent to a parking lane.

Peak Attendance

Attendance patterns at an event across a day usually have periods relating to when a higher number of patrons access the event due to the schedule of activities, quality of entertainment or the appeal of certain attractions.

Permit Holder

The individual representative holding the permit to conduct a special event for the Host Organization. The Permit Holder may be the President, Executive Director, or other authorized office of the Host Organization. The Permit Holder has the authority to make planning, operation and financial decisions on behalf of the organization.

Petting Zoo

A petting zoo features a combination of domesticated animals and some wild species that are docile enough to touch and feed.

Pop-up Event

Pop-up events are temporary, unexpected events in unique spaces, generally of short duration. The element of surprise distinguishes pop-up events from those mass marketed.

Potable

Water suitable for drinking.

Pre-Packaged Food

A properly labeled processed food, pre-packaged to prevent any direct human contact with the food product upon distribution from the manufacturer, and pre-packaged from an approved source.

Primary Contact

The individual who oversees all aspects of event planning and details of the event's execution. The primary contact must be at least 18 years old to apply for a Special Event Permit. This person must have the authority to make planning, operational and financial decisions on behalf of the host organization.

Protective Flooring

Portable floor tile or mats which are designed for temporary installations as tent floors or over grass, dirt or gravel.

Public Right-of-Way

Any property owned by the City of Columbus, including but not limited to, any street, road, alley, sidewalk, vacant lot, or other tract of land.

Pyrotechnic

A pyrotechnic is a device with an explosive that burns slowly and emits colored flames; can be used to illuminate areas or send signals.

Race Course

The route defined by the City for conducting organized race events and often includes streets, bridges and trails.

Rain Date

An alternative date set aside for use if a scheduled event must be postponed due to inclement weather.

Reduced Pressure Zone (RPZ) Backflow Preventer

A backflow prevention device is used to protect potable water supplies from contamination or pollution during sudden drops in water pressure.

Regional/Neighborhood Park

City parks located outside of the Downtown Columbus Business District.

Rolling Closure

A temporary street closure to accommodate a race event or parade where streets are reopened by the Division of Police after participants pass a designated point on the course.

Rules of the Road

A custom or law regulating the direction in which vehicles and/or pedestrians should move to pass or yield to one another, so as to avoid collision on a street, sidewalk or right-of-way while following to the rules of the road, such as obeying traffic lights, road signs and road markings.

Series

An event recurring on multiple dates such as concerts, movies, community markets, etc.

SESAC

Originally the Society of European Stage Authors and Composers, is a performance-rights organization in the United States.

Set-Up

Defined as all times/dates when event preparation takes place on public property.

Shell

Specially built rowing vessel for racing on open water.

Signature Event

A large-scale event which has a substantial impact to City property and requires the support of most City Departments. Must be an annual event that has been held for a minimum of 5 consecutive years. The event must demonstrate a large economic impact to Columbus, community significance, citywide support and promotion of Columbus. Signature event classification will be determined by CEMT Staff.

Special Event

A planned social function occurring either one-time, on an annual basis or as part of a series. Events often celebrate a community, neighborhood, local heritage and/or cultural experiences through the presence of live performances, food and merchandise, interactive exhibits that draw a crowd, require set-up/installation of support items, and/or use of public space beyond normal use. Types of events include but not limited to concerts, festivals, race, waterway activities, private functions, ceremonies, demonstrations, and/or promotional events.

- Race – Classified as any organized activity where participants register for a competitive, timed, or fundraising event in which participants follow a predetermined course upon any street, public thoroughfare, and/or shared use path which is approved by the City. A race includes any combination of walking, running, skating, cycling, or operation of a non-motorized vehicle.
- Waterway Activity – Classified as any non-commercial, organized activity that occurs on a City managed waterway excluding fishing activities, recreational boating or fitness classes.

Spontaneous Activity

Any activity occasioned by recent news or current affairs that is conducted on public property or throughout area under the control of the City of Columbus. Unplanned protests, picketing, or other such activity that is based on actions that are protected by the first amendment are not considered a “special event” and are exempt from permit requirements.

Stakeholder

A person, resident, business or group with an interest in any happenings taking place in the vicinity of where their residence or business is located.

Storm Drain

A storm drain is designed to drain excess surface water or rain from paved streets and sidewalks.

Street Sweeping

The practice of removing dirt, litter and debris from curbed public roadways with equipment designed to collect, sweep, brush or flush the area.

Submission Date

The date the completed event application is received by the City.

Tear-Down

Defined as all times and dates when removal of event items occurs and clean-up takes place.

Temporary Food License

Temporary food operations, such as festivals, fundraisers and community events that require a food license.

Temporary Structure

Tents, canopies, membrane structures, stages, platforms, fences, and other similar features that are temporarily installed for an event.

Temporary Water Line

A 2" PVC line that is temporarily installed by the Division of Water to transport potable water from a fire hydrant to a connection point where a hose can be installed for filling water barrels, supplying a food concession unit, and as a source for drinkable water.

Traffic Control Device

Markers, signs and signal devices used to inform, guide and control traffic, including pedestrians, motor vehicle drivers and bicyclists. These devices are usually placed adjacent, over or along the highways, roads, traffic facilities and other public areas that require traffic control (Not provided by Division of Traffic Management/Columbus Police).

Trail

The network of multi-use greenways connecting the city parks system that are available for race events.

University Area District

The University Area District is located within the boundaries of Glen Echo Ravine on the north, the railroad tracks on the east, 5th Avenue on the south, and Olentangy River Road on the west.

Vendor

Any business, enterprise, trade, vocation or activity conducted by a person, business or organization that sells food, goods, services or beverages on a city right-of-way or park for the purpose of direct or indirect gain, benefit or advantage.

Venue

The place where an organized event happens.

Volunteer Protection Act

The federal Volunteer Protection Act of 1997 aims to promote volunteerism by limiting, and in many cases completely eliminating, a volunteer's risk of tort liability when acting for nonprofit organizations or government entities. No volunteer of a nonprofit organization or governmental entity shall be liable for harm caused by an act or omission of the volunteer on behalf of the organization it is assisting, as long as the nonprofit is in good standing with the Ohio Attorney General's Office.