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I. Introduction

The City of Columbus annually publishes an Event Planning Guide to assist Event Coordinators with completing the requirements to plan and execute successful events in the City of Columbus.

This year, we have created a single online [Event Application](#)- one site containing information on all permits, inspections, licenses and City services required located in a single place to alleviate duplication, confusion and create open communication.

In order to simplify the process for everyone, we have created bridges between City departments to create a more cohesive process from start to finish. You will find in this guide and application information details on all regulated activities for hosting events within the City of Columbus in a customer-focused format.

The online application details the required documents required for each type of event, ability to upload required paperwork, and information on how to arrange required inspections. Our goal is to help create successful events of every size and scope, deliver quality programming, and clearly define the expectations required for each event.

To ensure best results, it is necessary to read this Event Planning Guide entirely and refer to it as needed as a reference before and while completing the online application. Your communication and cooperation with the City of Columbus has helped to make these changes possible and we appreciate your feedback.

Please feel free to contact our office at any point in your event planning process if you have questions regarding specific procedures, requirements or services detailed here.

Printed copies of this annual publication are available at:
Columbus Recreation & Parks Department
Office of Special Events
1111 East Broad Street, Suite 101
Columbus, Ohio 43205-1303

For additional assistance please contact:

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After reviewing the following information in the guide, the Event Coordinator will need to complete the [Event Application](#), which can be found in the [Event Planning Guide](#) online.

II. Definitions

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.

Application Fee

Application fee is intended to cover any of the following administrative costs that may apply: issuing permits, coordinating departmental services, pre/post-event inspections, facility preparation, and advance communications. Application fees vary by event type.

Authorized Stage Technician

The International Alliance of Theatrical Stage Employees (IATSE) is a labor union representing technicians and artisans in the entertainment industry and have been designated by the Columbus Recreation and Parks Department as their authorized stage technicians for events.

Backflow Prevention Device

A backflow prevention device is used to protect potable water supplies from contamination or pollution. In the City water supply system, water is maintained at a significant pressure to enable water flow from the tap or hydrant. Water pressure could fail or be reduced when a water main bursts or there is unexpectedly high demand on the water system.

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.

Certificate of Insurance

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

Commercial Activity

Commercial activity means the ordinary activities of trade and commerce where the profit motive is the primary purpose.

Crowd Control Device

A crowd control device restricts pedestrians from entering an unauthorized or dangerous area. Most barricade ends lock together to create a barrier as long as needed.

Decibel (dB)

Sound is measured in units called decibels (dB) generally on a scale from zero to 140. The higher the decibel level, the louder the noise. On the decibel scale, the level increase of 10 means that a sound is actually 10 times more intense, or powerful. As a reference, a vacuum cleaner is 70 dB, lawnmower 100 dB, chain saw 120 dB and a jet take-off 150 dB.

Downtown

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

Dumpster

Roll off dumpsters for waste disposal are measured in cubic yards, indicating how much debris they hold. Typical dumpster sizes by maximum volume are 10 yards, 20 yards, 30 yards and 40 yards. Grease and ash must be disposed in separate, secured containers.

Electric Terms

- **Single-Phase Electric**
Single-phase systems use alternating current electric power in which the voltage and current flow changes in magnitude and direction in a cyclical fashion, typically 60 times per second, single-phase voltage is 120 Volts. Single Phase wiring installation is the most common wiring in residential buildings. In Single Phase supply (120V in US, Canada), there are 2 (one is Line (Live) and the other one is Neutral) incoming cables from the utility poles to energy meter and then directly connected to the main distribution board.

- **Three-Phase Electric**
Three-phase electric power is a common method of alternating current electric power generation, transmission, and distribution. It is a type of poly-phase system and is the most common method used by electrical grids worldwide to transfer power. It is also used to power large motors and other heavy loads.
- **Vehicle or Trailer Mounted Generator**
A vehicle or trailer mounted generator eliminates the need for a vehicle to idle. The generator runs all of the vehicle or trailer electrical equipment so there is no need to keep the engine running.

Event

A planned social function occurring either one-time, on an annual basis or as part of a series in which the purpose is to celebrate community, neighborhood, local heritage and or cultural experiences through the presence of live performances, food and merchandise, and/or interactive exhibits. Types of events include Special Event, Race Event, Marine Event, Block Party, and Special Activity.

- **Block Party**
Any recreational, organized activity that requires the temporary closure and use of zoned residential City streets and sidewalks for the purpose of hosting an event.
- **Marine Event**
Any non-commercial, organized activity that occurs on a City managed waterway. Fishing activities are exempt from needing an event permit.
- **Race Event**
Any organized activity where participants register for a timed, fixed distance or fundraising event in which participants follow an approved race event course with a designated start/finish location at a defined start time. For the purposes of this chapter, “race event” shall include any combination of walking, running, skating, cycling, or operation of a non-motorized device with the exception of parades.
- **Special Activity**
Any non-commercial, organized activity in a City Park, with minimal impact on the park or amenities. Typically special activities include filming, photo shoots, rallies, demonstrations and first-amendment activities.
- **Special Event**
Any organized activity held on City property for no more than five consecutive days, which draws a crowd, requires set-up/installation of support items, or use of public space beyond normal use. Typically Special Events either occur one-time, on an annual basis, or as part of a series and includes concerts, festivals, private functions, ceremonies, rallies, and/or promotional events. Weddings, family reunions fitness/personal training classes or programs are not considered special events.

Event Coordinator

The person principally responsible for an event and who is authorized to sign permit applications with the City regarding the conduct of an event and coordinating the responsibilities for an event. The Event Coordinator must be at least 18 years old to apply for an Event Permit.

Exceptional Activity

Any activity within a City of Columbus park, street, trail or waterway deemed a unique and/or rare artistic, educational or recreational circumstance.

Expediting Fee

An expediting fee is an additional processing fee required for all event applications submitted after the submission deadline. An expediting fee will only be assessed if it is determined that the City of Columbus can process the permit request without creating an undue hardship on local businesses, residents or City staff. Expedited permits are an exception not a rule. Expediting fees vary by event type.

Extraordinary Event

Any large-scale event of national or international significance which occurs within a City of Columbus park, street, trail or waterway.

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 in Columbus. This gives enough room to maneuver the fire truck into position. They must also be at least ten feet away from any building or structure overhang to allow overhead clearance.

For-Profit Organization

An entity that exists primarily to generate a profit and benefits for its owners/employees.

Gated Event

Gated events are publicly advertised activities that are open to the public but restrict the general public's access to a park or event site, by either physical barriers or temporary structures. An entry fee, ticket or donation is required to access all or a portion of a park or event site, which is designated exclusively for that event.

Mobile Food License

The Ohio Revised Code requires every person, who intends to prepare or serve food from a movable vehicle, portable structure or watercraft that routinely changes location, obtain a Mobile Food Operation License.

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 Purpose

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 use of public property for its intended purpose by the general population.

Notification of Intent

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

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.

Parade

A parade is any procession or moving assemblage upon any street or public thoroughfare other than routine vehicular traffic, a race event or a funeral procession.

Performing Rights Organization

Performing rights organizations are large companies that hold performance rights for copyrighted musical works. The best-known are American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music Incorporated (BMI), and Society of European Stage Authors and Composers (SESAC).

Private Event

Private events are those where access to a park or event site is restricted to invited guests only.

Protective Flooring (Tents)

Portable floor tile or mats for outdoor use are designed for temporary installations in tent floors or outside over grass, dirt or gravel for event flooring. Use portable flooring tiles or mats when temporary outdoor durable plastic floor tiles are needed.

Public Event

An event that is free and open to the public.

Public Interest Organization

Entities qualifying for exemption from taxation pursuant to Section 501 (c) (3) or (4) of the Internal Revenue Service Code of 1986 as amended; or an organization with an active membership of twenty-five or more City residents, organized to improve the quality of life in the City of Columbus or part, but that earns no profit for itself or any other person.

Pyrotechnic

A pyrotechnic is a device with an explosive that burns at a low rate and with colored flames; can be used to illuminate areas or send signals, etc.

Race Event Course

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

Rolling Closure

A temporary street closure to accommodate a race event where streets are reopened by the Division of Police after participants pass a designated point on the course. A rolling closure is included with a Race Event Permit.

Rules of the Road

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

Set-Up

Defined as all times/dates when event preparation takes place in a park, street, trail or waterway.

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 CRPD Staff.

Stage Rigging

Stage rigging collectively, the ropes, wires, blocks, pulleys, pins, counterweights, winches, and other pieces of stage equipment required for the movement of scenery, lighting or sound from overhead.

Storm Drain

A storm drain is designed to drain excess surface water or rain from paved streets and sidewalks. All waste water generated at an event must be disposed using holding tanks.

Street Sweeping

Columbus' Division of Infrastructure Management crews sweep curbed public roadways, including state routes within its boundaries, as needed. Removing dirt, litter and debris from curbs prevents these materials from being washed by rain into storm sewers. The City of Columbus Street Sweeping Program normally begins in April and continues through November, weather permitting.

Tear-Down

Defined as all times/dates when event clean-up takes place in a park, street, trail or waterway.

Temporary Food License

Temporary food events, such festivals, fundraisers, community events, etc., require a food license. Most non-profit organizations obtain a temporary food license for functions.

Temporary Structure

Temporary structures are tents, canopies, membrane structures, stages, platforms, fences, and other similar features.

Temporary Water Line

The Division of Water can install temporary above ground water lines over sidewalks, turf, parking lots or streets to transport potable water from a fire hydrant to a connection point where a hose can be installed for filling water barrels, supply a food concession unit, a source for drinkable water during an event or race.

Traffic Control Device

Road traffic control devices are 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 (City of Columbus/Columbus Police do not provide).

Trail

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

Zoned Residential

Any mixed-use neighborhood where the occupants are primarily residential in their use of the properties.

III. CRPD Event Operation Requirements

A. **Event Permit Overview**

An Event Permit is issued for events utilizing public parks, streets and waterways in the City of Columbus where planned activities go beyond normal use. An Event Permit will be issued to qualifying applicants and can include one or more of the following depending on the scope of the proposed event: Special Event Permit, Race Event Permit, Block Party Permit, Marine Event Permit, and Special Activity Permit.

A permit can be obtained by completing the Event Application. This application does not eliminate other City applications, however, it serves as a central location for City departments to collect event information and for applicants to submit event details that have previously been requested by multiple City departments. As Event Coordinators answer questions, those answers may trigger requests for additional information that is required by city departments to fully permit the proposed event.

When an Event Permit is required, the Event Coordinator must, at a minimum, complete the first page of the online Event Application. Once the first page has been reviewed, CRPD Office of Special Events staff will tentatively reserve all available requested locations and contact the Event Coordinator to discuss further requirements. All reservations are tentative until payment has been received.

The Event Coordinator listed on the application shall be the person who is ultimately responsible for the event, and assumes liability for staff, contractors, volunteers, participants and all other parties involved. If a contractor is hired to submit the application, the Event Coordinator shall be listed on the application, and not the contractor.

CRPD honors the prospective dates of all signature events first, and then requests for all events in good standing with the City of Columbus. New requests are then accommodated on a first-come, first-served basis once date/location availability are confirmed. For new events, it is recommended to ensure space availability that the Event Coordinator view the online Event Permit Calendar on the Special Events webpage to determine possible dates before completing the required information fields and submitting the online Event Application.

The CRPD Office of Special Events accepts applications up to one year in advance of an event and requires submission of a completed Event Application with all support documents and required approvals before a permit will be issued. To avoid expediting fees, the application and application fee must be submitted by the established deadlines. Incomplete applications will not be processed and submitting an application does not guarantee that you will be issued an Event Permit.

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

- The event takes place in a City of Columbus park, on a public street, trail or waterway and has the capacity to impact the general public, inhibit general public use of an area, contains planned activities that may potentially damage or alter the requested area, will potentially generate trash that exceeds area container limits, or requires coordination with the permitting authority.
 - Exception – shelter rental only (contact Rental Services Section 614-645-3340)
 - Exception – Sport event at designated sport park (contact Sports Division 614-645-3366)
 - Exception – activity taking place inside a community center or being produced exclusively by center staff (contact the local Community Center)
- The event is **NOT** exclusively a commercial activity (i.e. yard sale)

B. **Event Permits**

1. **Special Event Permit**

(Chapter 919 Columbus City Code)

The Special Event Permit is required when the proposed event includes, but is not limited to: food vending, merchandise sales, concerts, fireworks, fundraising, exhibits, races, or the presence of alcoholic beverages. Typically a permit is needed when the event attendance is over 100 participants. Frequently these events include street closing and are marketed citywide or regionally and involve extensive planning and coordination with multiple city departments. Special Event Permits are issued for events held within city parks and/or streets. The deadline to submit an Event Application for a Special Event Permit is **60 days** prior to the event.

2. Race Event Permit

(Chapter 924 Columbus City Code)

The Race Event Permit is required for a race when the event takes place within a City of Columbus park, street or trail. Preset courses have been created to accommodate race events in parks downtown, and some residential areas. Prior to a permit being issued, City Departments will determine if the course can safely accommodate the anticipated participation and to verify that there are no conflicts with other scheduled events. Volunteer course marshals, police, first-aid, signage, traffic control devices and/or a staggered start may be required. To view a selection of downtown venue maps see the [Event Planning Guide](#) online. Due to volume of daily use, some roads and trail areas may not be used for race events. In the case that the theme or nature of the race event requires it to be held at night, special coordination may be required to identify an available course. All race courses must be approved before a permit is issued. The deadline to submit an Event Application for a Race Event Permit is **60 days** prior to the event.

3. Block Party Permit

(Chapter 903, 923, and 2111, Columbus City Code)

A Block Party Permit is required when an applicant desires to close any zoned residential public street or alley for a neighborhood gathering or recreational activity. No streets may be closed for the sole purpose of conducting a commercial activity without permission from the Director of Recreation and Parks or his/her designee. No block party activities are permitted between the hours of 12:01am and 8:00am. The deadline to submit an Event Application for a Block Party Permit is **30 days** prior to the event.

4. Special Activity Permit

(Chapter 919 Columbus City Code)

The CRPD Office of Special Events issues Special Activity Permits to individuals and organizations conducting filming, photo shoots, rallies, demonstrations and first-amendment activities at public parks. Typically Special Activities are private, but must be free to attend. These events have no concessions sales, alcoholic beverages and no temporary structures requiring city permits. Typically Special Activities with 50-100 participants that have limited event components and participant safety concerns, or do not meet the department threshold for insurance requirements will obtain a Special Activity Permit, provided no other city permits are required. Applications filed **less than 7 days** are subject to a \$50 expediting fee if processing is possible. Inflatable amusements such as bounce houses, slides, etc. are not permitted unless the permit holder obtains public liability insurance naming the City of Columbus as an additional insured for \$1,000,000 as required by policy. The Event Coordinator is responsible for following all park policies. The deadline to submit an Event Application for a Special Activity Permit is **7 days** prior to the event.

5. Marine Event Permit

(Chapter 921 Columbus City Code)

A Marine Event Permit is required when an Event Coordinator desires to conduct an event on a publicly controlled body of water within the City of Columbus. Reservoir marine season is October 1 – April 30. A Marine Event Permit can only be obtained for use of the downtown riverfront in conjunction with an event taking place on the shore. No Event Permits will be issued for waterway activity that impacts an event scheduled in one of the riverfront parks. Permitting requires that all boarding of watercraft be conducted at one of the areas designed and constructed for the purpose of waterway access. Transporting canoe/kayak and other watercraft to the launch areas is the responsibility of the operator. Vehicular access to these locations is prohibited. Boating classes, commercial and recreational water tours are not eligible for a Marine Event Permit. These activities are regulated by a license issued from the Recreation and Parks rental Office. Scheduled use of waterway may require Columbus Public Safety involvement. The deadline to submit an Event Application for a Marine Event Permit is **30 days** prior to the event.

C. Policies for Parks, Trails and Waterways

(Chapter 919, Columbus City Code)

1. Park, Trail and Waterway Reservations

The Event Coordinator must, at a minimum complete the first page of the online Event Application. Once page one has been reviewed, CRPD Office of Special Events staff will tentatively reserve available location and contact the Event Coordinator to discuss further requirements. All reservations are tentative until a permit has been issued. Event Coordinators are encouraged to review the fee schedule to determine potential costs associated with permitting an event on public property.

2. Denial of a Park, Trail or Waterway Reservation

An Event Coordinator may be denied the opportunity to reserve a City park/facility, if it is determined by the Department that the intended use is not appropriate for the requested facility due to, but not limited to: anticipated attendance, availability, pending facility construction or planned repairs, inadequate infrastructure (utilities, parking), unreasonable impact on public access and/or the department's ability to operate the requested facility in the manner in which it is intended.

The Director of Recreation and Parks may also consider past performance of the applicant, provided there is proof that the applicant has previously violated conditions of park/facility use, permit requirements from other City Departments, or has unresolved financial obligations with the City Departments or privately operated properties adjacent to the requested park/facility.

3. Regional and Neighborhood Park Use

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 used or impacted. Shelter house time blocks and fees may vary per location. See the [CRPD Rentals](#) page online.

4. Downtown Park Use

Per City Code Section 919.05, rental 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). Park amenities are available from 8:00am-11:00pm daily. Public events that are free and produced by a non-profit organization will be provided one set-up day and one tear-out day at each park being utilized at no charge (Monday - Friday). Events that are produced by a for-profit entity or are gated/private must pay for all park use. Set-up may occur prior to park hours, however access to buildings and utilities are not available until 8am. Items in park(s) outside the permitted set-up to tear-down period, such as tents, portable restrooms, dumpsters, etc. is subject to a fee equal to one set-up day for each day above or beyond the permitted period. Additional fees will also apply to equipment and facilities used in conjunction with or impacted by events. If an event includes any activity where a donation or fee is required for access to all or a portion of a park then the gated/private event fee will apply to each day the activity is conducted.

5. Gated/Private Events

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. Gated events may be approved at regional and neighborhood parks at the discretion of the Director of Recreation and Parks. To balance public access and private event use, CRPD may establish a capacity for the number of private events held in a venue during a calendar year.

The Director of Recreation and Parks may elect to solicit proposals for a series of gated 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.

If an event includes any activity where a donation or fee is required for access to all or a portion of a park then the gated/private event fee will apply to each day the activity is conducted. Private/gated events must pay all daily set-up and tear down fees in conjunction with any fees associated with park buildings and facilities.

6. Rain Date Policy

Rain dates are subject to availability. Events on streets must have rain dates noted on [Event Application](#) and all additional materials (i.e. petition pages, alcohol requests, etc.) at the time of filing.

7. Denial or Revocation of an Event Permit

The CRPD Office of Special Events shall deny or revoke an event permit if the Event Coordinator makes a false statement of material fact on the application, has not paid all fees when due, has previously damaged City property, offered misrepresentations, or the event is in violation any provision of the permit. The Permit shall also be denied or revoked if the Director of Recreation and Parks, Police Chief, Fire Chief, 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 and/or in the same vicinity creates an unreasonable demand of City staff and services.

8. Refund Cancellation Policy

All cancellations must be made in writing to the CRPD Office of Special Events and application fees are non-refundable and non-transferable to another event. Cancellation by an Event Coordinator 31 days or more 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 fee. No refund will be issued for cancellations by Event Coordinator 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 make 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.

9. Rescheduling Policy

Applicants canceling an event 31 days or more prior to the permit start date and wishing to reschedule their event will receive an application fee credit for the canceled event. Credit is non-transferable and may only be applied once within the calendar year (availability not guaranteed).

IV. Alcoholic Beverages at Events

A. **Sale/Consumption at a Downtown District Park**

Per City Code Section 919.13 the Director of Columbus Recreation and Parks Department is authorized to grant permission to a non-profit organization to possess, sell or consume alcoholic beverages in a [Downtown District Park](#) if the organization possesses a permit or lease for use of the park. The Event Coordinator must meet the requirements of the Ohio Division of Liquor Control and submit the items listed below to the CRPD Office of Special Events at least **30 days prior** to the requested event date.

- A completed Event Application and application fee, or a copy of the property lease.
- A letter of support from the Residents Association, Homeowners Association, Civic Association, Area Commission or Friends of the Park organization serving the event area. (This requirement only applies to the designated five parks outside of the Downtown District: Frank Fetch Memorial Park, Goodale Park, Harrison Park, Mayme Moore Park, Schiller Park)

Following approval, organization must agree to:

Meet the requirements of the Ohio Division of Liquor Control for possessing, selling or consuming alcoholic beverages under the ORC Chapter 4303. This includes, containing alcohol possession, sale, or consumption to the approved area by use of a temporary fence, enclosed tent or other means acceptable to the Ohio Division of Liquor Control and Columbus Division of Police. 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. The exact number of Special Duty Police Officers will be determined by the Columbus Police Special Events Office. The purchase of all alcohol products must be through a licensed beverage distributor or caterer. CRPD requires that anyone responsible for managing beverage sales/service must be trained in the responsible service of beverages. Alcohol sales must end alcohol 30 minutes before the end of the event or by 11:00pm without permission from the Director of Recreation and Parks. No alcohol may be dispensed in glass containers.

B. **Sale/Consumption on a City Street**

The City of Columbus requires passage of a Council Ordinance when alcoholic beverages are to be sold/consumed at events held on public streets. The ordinance represents the City’s approval for a non-profit organization to apply to the Ohio Division of Liquor Control for a Temporary Liquor Permit within the City of Columbus. Requests for an ordinance must be on the letterhead of the sponsoring non-profit organization and include the details below and be submitted to the CRPD Office of Special Events **a minimum of 120 days prior to the event**.

Information required for City of Columbus Legislation

- Event name, date(s), and streets that are intended to be closed to accommodate alcohol sales.
- The name and contact information for the non-profit organization that will apply to the State of Ohio for a temporary license.
- A statement certifying the non-profit accepts responsibility for the sale of alcohol and that the event will have a minimum of \$1 million general liability insurance coverage which includes the City of Columbus as an additional insured.
- Once approval is granted by Columbus City Council a certified copy of the ordinance will be provided to the applying organization by the CRPD Office of Special Events. The Event Coordinator must then:
- Obtain signatures from the Columbus Police Special Events Unit and the CRPD Office of Special Events on the Temporary Liquor Permit Application.
- Attach a copy of the following documents to the Temporary Liquor Permit Application before submitting to the Ohio Division of Liquor Control for processing:
 - An approved Council Ordinance.
 - A site map showing the event boundaries.
 - A copy of the Special Event or Block Party Permit (in the name of the non-profit organization applying for the liquor permit).

C. **Consumption in an Enclosed Park Shelter House**

Serving alcohol in a city park shelter house is authorized when a lessee contracts with a Columbus Recreation and Parks Department approved beverage contractor for the service of beverage concierge (professional bartending). A lessee must contact the CRPD Rental Services Section (614-645-3337) for a list of approved contractors, authorized sites and to obtain an Alcohol Service Agreement **30 days prior** to event. Alcohol may not be sold and no money or tickets may be exchanged. All dispensing of alcohol must cease at least 30 minutes prior to the end of the rental time.

V. Race Event Operations

A. Trail Course

Columbus has an expansive network of multi-use trails that can be utilized for walks, runs, cycling and other recreational activities. Many trails pass through existing parks therefore, accessing a trail may require rental of a park or adjacent facility. The City of Columbus and Franklin County Metro Parks have shared responsibilities for Columbus' expansive trail network. If the race event is utilizing a trail originating from a Metro Parks facility contact Don Yablonski, 614-895-6205, to schedule the race event. Trail capacities for races are limited to 1,000 participants when course is a loop, but out-and-back courses are limited to 500 participants. Course capacity may vary based on start finish location logistics. No race event permits will be issued on trails for cycling or motorized vehicle events.

B. Road Course

Columbus streets and rights-of-ways are designated for the movement of pedestrian or vehicular traffic; however, race events can secure permits for utilizing a road or right-of-way course if participation exceeds 1,000. A turn-by-turn description of the course must be submitted for any race event that is not utilizing a preset course. For participant safety, all race events held on public streets will be required to force slower/non-contending participants to adjacent sidewalks after established time limits. Time limits will be determined by the Columbus Division of Police Special Events Office based on course length and start time. Roads will be closed as a rolling closure and do not require additional permitting. Once Race Event Permit has been approved, the Event Coordinator will be required to hand deliver a "Notification of Intent" letter including the course map to occupants along the designated course. The notification (with attached course map) must be distributed to occupants 15 days prior to race event. An Event Coordinator is able to have parking meters temporarily removed from service along their course by submitting a Parking Meter Request Form, but it is not required.

Custom Road Race Event Courses for Running/Walking Events

Custom road race event courses will only be considered in the downtown if the race event occurs on streets closed under a Block Party Permit, or if participation exceeds 7,500 participants and a course can be designed which has minimal impact on downtown residents, businesses and public transportation. For participant safety, timed night-time race events are not permitted on downtown streets. All courses must be approved by Division of Police, Department of Public Service, and Division of Fire.

C. Cycling Events

A cycling race event for non-motorized bicycles can occur on Columbus streets under the conditions listed below:

- A timed competitive cycling event must occur on streets which are closed by a Block Party Permit. Course approval is required before permit can be issued.
- A non-competitive ride/tour with over 200 participants requires a permit, and can occur on streets if they can safely be operated according to the "rules of the road". Ride starts must begin in waves of no more than 20 participants at a time. A non-competitive ride/tour with under 200 participants requires no permit as long as they occur on streets and can safely be operated according to the "rules of the road". Ride starts must begin in waves of no more than 10 participants at a time.

D. Sidewalk Course

Small untimed walking events can be held on sidewalks, provided they abide by the "rules of the road" (only crossing streets with the traffic signal). If the walk has less than 200 participants a Race Event Permit is not required. Applicants must contact Columbus Division of Police to verify the availability of the areas they seek to use. If the walk will require the set-up of a registration table or any other support items, a Sidewalk Occupancy Permit must be secured from the Department of Public Service.

Non-competitive walking events with more than 200 participants are required to file an Event Application a minimum of 60 days prior. Before a Race Event Permit will be issued, City Departments will review the proposed course to determine if the course can safely accommodate the estimated number of participants and to verify that there are no conflicts with other scheduled events. Volunteer course marshals, police, first-aid, signage, traffic control devices and/or a staggered start may be required. Participants will be required to follow "rules of the road."

E. Noise Abatement License

Columbus City Code (Chapter 924) allows CRPD Office of Special Events to issue a Noise Abatement License to exempt **Race Events** from the City Noise Ordinance that have met the requirements for having amplified sound for a non-commercial purpose.

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 within an area zoned commercial. Amplified sound is not permitted in an area zoned residential.

Continuous amplified sound (music, DJ, simulcasting and/or band performances) is permitted at the start/finish area of any race event, within areas zoned commercial, up to 60 minutes prior to the start of the race event. No amplified sound may occur after 11:00pm. If all city requirements are met when a Race Event Permit is issued, it will include the Noise Abatement License. This only applies to race events held on a trail, road or combination course. 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.

Requirements for obtaining a Noise Abatement License:

- Applicant must submit completed [Event Application](#) including type of equipment (public address system, bullhorn, etc.) and indicate if amplified sound will be stationary.
- If there are multiple amplified sound locations, you must clearly mark locations and duration of sound on your course map.
- Applicant must demonstrate that the activity is non-commercial.

F. Special Conditions/Exceptions

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

- 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

VI. Street Closures and Rights-of-Way Use

A. Street Closures

To be considered for a Block Party Permit, a completed [Event Application](#) must be returned to the CRPD Office of Special Events 30 days prior to the requested closure or an expediting fee will be assessed. No Block Party/Street Closure shall be conducted between the hours of 12:01am and 8:00am without the written permission from the Director of Recreation and Parks. Event Coordinator must include a petition signed by occupants (18 or older) of 80% of the total affected properties, along with a legible map of the event area, including barricade placement and all items that will be placed within the closure. Event Coordinators must maintain a 20' fire lane if anything is placed on a street, arrange for all traffic control devices needed to inform the general public of traffic restrictions, and schedule to have all parking meters within the closure temporarily removed from service.

All applications are subject to the review and written 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 written approval of the Division of Police, Division of Fire, Traffic Management Division, Infrastructure Management Division, and Refuse Collection Division. Prior to a permit being issued, the Event Coordinator must collect approval signatures from the reviewing city divisions. Event Coordinators 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 at the Northwood High Bldg., 2231 N High St., Rm. 200, Columbus Ohio 43201 (614-341-7060). The University District is Glen Echo Ravine on the north, railroad tracks on the east, Fifth Avenue on the south, and Olentangy River Road on the west.

The on-line application allows for filling in the requested streets to be closed, however, per City Code the signature of 80% of the adjacent properties and the reviewing City Departments must be obtained in order for a permit to be issued. The [Street Closure Petition Page](#) containing the signatures can be uploaded to the Event Application.

B. Temporary Removal of Metered Parking

When closing public streets for event use, the Event Coordinator is responsible for requesting the removal of metered parking in all closure areas. Race Events are only required to remove meters from service within the street closure area. Parking meters along a race course can be temporarily removed from service, but are not required. A [Meter Request Form](#) identifying location of all parking meters to be removed from service must be submitted to Traffic Management Division (30) days prior to closure. The meter request form will be automatically generated and routed to the Department of Public Service when completing the on-line application. The Traffic Management Division will provide CRPD and the Event Coordinator with an approved meter form.

If the sponsoring organization is non-profit, and the event is open to the public and held without an admission charge the sponsoring organization may submit a written request to the Public Service Director requesting that payment of lost meter revenue be waived. If these fees are waived, the Event Coordinator would only be charged \$4/meter for temporarily removing up to 100 meters from service. Non-profit events that require more than 100 meters to be removed from service must pay for actual hourly employee cost and vehicle cost. Events that are for-profit must pay for lost parking meter revenue which is calculated by the Department of Public Service as the average daily revenue of each meter.

All events are required to place signage on each meter that is taken out of service by notifying the public which meters will be designated "No Parking" during scheduled event dates. The "[Public Notice](#)" signs give the City the enforcement authority needed to legally tow vehicles parked at bagged meters. The signs are available to download from the [Event Planning Guide](#) page of the City of Columbus website or signs can be purchased from the Right-of-Way Permits Section at 111 N. Front Street. All signs must be posted 24 hours before meters are needed by an event. Event Coordinators will be responsible for filling in the correct dates on the signs, posting/removing the signs and notifying the Traffic Management Division when the task is complete. Failure to remove temporary signage posted on parking meters at the conclusion of the event will result in additional charges being assessed for city staff to remove signage.

In locations where parking kiosks are in operation, "[Emergency No Parking](#)" signs affixed to 42" grabber cones must be placed at 50 foot intervals, 72 hours prior to planned use of the metered space.

C. Occupancy Permit

The Occupancy Permit is required anytime an applicant desires to construct event related items on a public right-of-

way prior to the permitted time of a street closure or outside of the closure boundaries included in the applicant's approved Block Party Permit or Race Event Permit. Applicant 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 reflectorized tape on them or have two lighted traffic barrels. Items constructed on sidewalks may require signage redirecting pedestrians to an alternative route. The Traffic Management Division will designate the quantity and type of traffic control devices required.

When an Occupancy Permit is issued where parking meters have been requested to be removed from service, each vehicle using a bagged meter location must have a permit. The original Occupancy Permit must be visible and in the vehicle using the bagged meter location.

D. Parade Permit

(Chapter 2111 Columbus City Code)

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 the proposed date, time, and route.
- Complete and file a Parade Permit application with the License Section.
- Arrange/make payment for police officers and escort vehicles.

If floats will be used, it is also recommended that applicants contact the Division of Fire for specific regulations regarding fire safety requirements for floats. If Street Maintenance Operations can provide post-event street sweeping, payment of a street cleaning deposit may also be required by the Department of Public Service.

VII. Marine Events

A. Marine Event Permit

A marine event permit is issued to groups who wish to host events on the public waterways/reservoirs. No person shall be on the waterway for an event without first obtaining a marine event permit as outlined in City Code Section 921.01. Marine events are allowed to be scheduled at any time between the dates of October 1 through April 30, 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 marine events such as regattas or races must have a permit to operate on the water way at any time, even for a practice and can do so by completing the online 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 all other users of the reservoirs.

B. Types of Water Events

- Scrimmage/Organized Practice- No more than two teams or schools on the waterway.
- Practice- One team on the waterway.
- Event- Three or more teams or schools on the waterway.

C. Hazards and Buoys

- Course markings and buoys may be installed by the Thursday prior to the event (weather permitting) and will be removed no later than midweek after the event (also weather permitting).
- Vessels must operate within all crossing, practice, tournament, boating, waterskiing and water sports zone parameters at all reservoirs.

D. Vessel Limitations

- Griggs- 30 shells
- Hoover- 40 shells
- O'Shaughnessy- 40 shells
- 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)

VIII. City Requirements and Services

City divisions can be contracted to provide the event services listed below. Event Coordinators should contact the City service representatives listed at the end of this document to find out more information about these particular services. Upon request, the CRPD Office of Special Events will coordinate a pre-event planning meeting for city representatives and the Event Coordinator to discuss the need for city services and permits. Authorized city representatives shall have free access to event premises at any and all times.

Specific requirements apply to certain areas of event operations, such as vending, entertainment, fireworks, and site layout. Event Coordinators should contact each City department at least ninety (90) days prior to the event to thoroughly review all requirements and applicable fees. All division inspectors have the authority to close any event activity, which is not in compliance with city regulations.

A. Columbus Police/Private Security Services

The Event Coordinator is responsible for providing all event security needs. All Race Events require course approval from the Division of Police Special Events Office. Requests for coverage by City of Columbus special duty police officers must be made at least thirty (30) days prior to the event to the Division of Police Special Events Office. Licensed private security staff may be armed provided they are the only on-site security for the event. If Columbus Police is also on-site, then private security will not be permitted to be armed. All events held on public property which have alcohol must hire special-duty Columbus Police.

B. Columbus Fire/EMS First Aid Services

1. EMS, Fire Prevention, Hazmat, Assessment

Columbus Division of Fire (CFD) can determine the scope and need for First Aid/Emergency Medical Services (EMS) coverage for events held within the boundaries of the City of Columbus. It should be noted that additional or expansion of EMS services to cover an event (if needed) will come from the Division of Fire. Approval is required for all race events.

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

- Estimated number of attendees
- Availability of alcohol beverages
- Event location (including maps)
- Weather conditions
- Time of day event being held
- Communications needs (ICS/NIMS) interoperability
- Type of event
- Street closures
- History of event

Event Coordinators will meet with CFD personnel to determine the best outcome for a safe event for all concerned. This plan (IAP) Incident Action Plan will serve as a forum to provide clarity to not only the Event Coordinator but, to CFD Emergency Services on duty the day of 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) persons team. Certain mass gatherings (over 5,000 in attendance) and/or event conditions/locations will determine the size of the team/s. In some cases (high profile events which garner national or international exposure) with only (1) CFD Special Duty ALS team is hired, a Supervisor/EMS Officer (Lt.-Capt. In rank) will be employed.

When (2) or more EMS teams are employed, a Supervisor/EMS Officer (Lt.-Capt. in rank) will also be added for span-of-control management. When (4) or more units are employed an Event Dispatcher and Supervisor/Incident Commander (Lt.-B/C in rank) will be employed for operational and interoperability needs. All of these requirements are needed to ensure lines of communication between the Event Coordinator, CPD or (Event Security) are maintained. High profile events that are nationally/internationally televised will require CFD Personnel/Paramedic staffing which will be covered by said Event Coordinator and organization.

If determined after the meeting with CFD that its Special Duty services are not needed the vendor/client will

be notified of other ALS services and or 911 system.

2. **Safety Plans**

All Event Coordinators 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. City of Columbus Departments will review each event's emergency plan before approving any permit requests. A plan should include the following minimum provisions:

- Identification of who will make key decisions such as canceling the event
- Plans for communicating with event staff, volunteers, guests, media, vendors, on-site police and first aid providers
- Methods for safely managing site evacuation
- 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)
- Methods for dealing with suspicious packages
- Training for use of fire extinguishers
- Access to local hotline or portable weather station for weather updates
- 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 rain gear, flashlights and radios to staff and volunteers

It is recommended that Event Coordinator have pre-planned announcements ready to notify participants of an emergency. This way 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 of the event
- cancellation of the event
- evacuation instructions

3. **Fireworks/Pyrotechnics and Flame Effect**

(2532, 2502, Columbus City Code)

Permission to incorporate fireworks, pyrotechnics, or flame effects into an event is contingent upon meeting the requirements set forth by the Division of Fire. Event Coordinators must submit a completed [Firework, Pyrotechnics and Flame Effects Exhibition Permit](#) application and a detailed exhibition plan. For more information contact the Columbus Division of Fire Special Inspections Office.

4. **Temporary Operational Permits**

(Chapter 2502 Columbus City Code)

Temporary Operational Permits and site inspections are required by the Division of Fire for events that have on-site cooking operations, and tents over 400 square feet. During the application review process the Division of Fire will assess event safety as it relates to compliance with the Ohio Fire Code.

C. **Temporary Structures**

All temporary structures must be indicated on the event site plan. Please refer to Department of Building and Zoning Services (BZS) [Construction Industry Communication \(CIC\) 29](#) for information and requirements.

The Temporary Structures Permit can either be issued to a tent installer registered with the City of Columbus or the Event Coordinator as defined in City Code Section 4101.15. The [Building Permit Affidavit](#) must be completed by the Event Coordinator. Only one permit is needed for tents, stages, and other temporary structures. It is the responsibility of the Event Coordinator to ensure inspections are requested and performed prior to start of the event. An inspection can be scheduled by calling the BZS Building Inspection Office at 614-645-8235 before 4:00pm the business day prior to the requested day of the inspection or by 1:30 pm of the prior business day for weekend or holiday inspections.

1. **Membrane Structures/Tents**

(Chapter 4113.51 Columbus City Code)

Temporary use of tents greater than 400 square feet in total area need a BZS permit. The tent installer is responsible to ensure that installations meet all Columbus City Code, Ohio Building Code, Ohio Fire

Code, and CFD Guidelines. As part of the application process, the Event Coordinator must provide copies of the flame retardant certificates, and manufacturer installation instructions for each size of tent/membrane structure being erected on-site. Construction documents sealed by a registered design professional may be required. Tents and temporary structures utilized for gated events are subject to full building permit fees. Tents and temporary structures utilized for free and open public events will be permitted for \$75.

2. Mobile Stages/ Elevated Platforms

(Chapter 4113.37 Columbus City Code)

Stages or platforms greater than 400 square feet or 12 inches or more off the ground need BZS permits. Mobile stages such as the City of Columbus's SL250 stage van do not require a permit. When a mobile stage/platform must be placed within a city park, plywood or heavy duty ground protection mats must be placed under the tires and stabilizing jacks as well as under all tires during ingress and egress to minimize damage to park property.

D. Electrical Services

An electrical permit is required when the lighting and power is hardwired (new service and panel are being installed) or lighting and power are being supplied by vehicle or trailer mounted generator, or if any distribution of power will occur. Electrical contractor registered with the City of Columbus is required to perform the electrical work. It is the responsibility of the Event Coordinator to ensure inspections are requested and performed prior to start of the event. An inspection can be scheduled by calling the BZS Electrical Inspection Office at 614-645-8235 before 4:00pm the business day prior.

1. 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. 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 Office of Special Events prior to the event.

2. 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. 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 judged non-compliant with DOP standards. 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 Event Coordinator. 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 an inspection must be scheduled through Building and Zoning Services.

E. Amplified Sound at Public Events

1. Amplified Sound

The issuance of an Event Permit shall include permission to have amplified sound provided the Event Coordinator completes the section of the 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. Permission to have amplified sound at an event does not exempt the Event Coordinator from the City Noise Ordinance. Event Coordinators receiving an Event Permit from Special Events Section of Recreation and Parks are exempt from applying for a separate permit from the City License Section. The actual sound level shall be determined during any measurement period, which shall not be less than sixty (60) consecutive minutes, and shall be measured at the property boundary affected by the sound according to Section 2329.11 of Columbus City Code.

2. Music License

The Columbus Recreation and Parks Department maintains music licenses covering all performance events 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, SESEC, etc.)

F. Food Vending Operations

1. Temporary Food License

Columbus Public Health requires anyone selling food for a charge or required donation to the public to obtain either a Mobile or 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. Event Coordinators 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, applicants must submit the required fee along with the completed application 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. This means that no permits can be purchased on the day of the event. For additional information about temporary food service, please see the [Introduction to Mobile Food Units](#).

2. 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 adequate food storage units that can maintain appropriate temperatures (see application for details).

3. 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.

4. Food Waste

The Event Coordinator is responsible for assuring that grease, ash, 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 will occur at the event, 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 (Ohio Revised Code 61114.04). Wastewater containers can be obtained from portable restroom suppliers. Grease, ash and wastewater containers should be placed on 90 lb. rolled roofing paper or plywood to prevent additional clean-up costs due to damages/stains caused by accidental spills.

G. Merchandise Vending Operations

1. Commercial Sales Promoter 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 an event which is being held on a legally closed public street.

2. Commercial Sales License

To obtain a Commercial Sales License, local applicants must obtain a record check from the License

Section when filing their application at 4252 Groves Road. Applicants who reside outside the State of Ohio must also submit a criminal background record check from the county where they reside. It is recommended that applicants complete this process three weeks prior to the event as Commercial Sales/Promoter Licenses cannot be issued until record checks are complete.

H. Charitable Solicitations License

Any non-profit charitable organization soliciting funds from the public must register with the Department of Public Safety, License Section before conducting any fundraising activities. Receiving a Charitable Solicitations License requires board approval and may take 4 – 6 weeks.

I. Refuse Management

The Event Coordinator is responsible for obtaining adequate trash/recycling containers and providing all labor and materials necessary to maintain a clean, orderly site both during and after the event. Removal of all event related trash from the area used must include ground litter (cigarette butts, straws, stickers and string), food waste and debris (bricks, posts, plastic ties, and blocks of wood). A site that is clean must be in the same condition the permit holder received it. All permanent trash receptacles must be empty with new can liners. All signage, event related supplies and equipment must be removed and hard-surfaces must be clear of stains from spills. For a fee, Street Maintenance Operations is available to assist you with street sweeping and the Refuse Collection Division is available for trash removal collection. Upon request, both divisions will provide Event Coordinators with an estimated cost for clean-up services.

J. 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 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 used will be \$50.00 per day, for each day the permit holder 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 Event Coordinator is responsible for all labor costs for this work as well as the replacement cost for equipment or material damaged during the event. If the total cost exceeds the amount deposited, a separate bill will be sent to the Event Coordinator to cover the balance. If the costs are less than the deposit, the remaining amount will be refunded to the Event Coordinator.

If the Event Coordinator 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.

K. Event Site Plan

Detailed site plans are required with your application submission. While site plans are not required to be professionally drawn, they must be legible, close to scale and provide sufficient detail to paint a picture of what your event will look like. 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. For your convenience, a site map containing the following items can be uploaded to the Event Application. All City Departments have agreed to accept a single site plan provided it includes the following items. The following is a list of minimum requirements that your site plan should meet:

- Event Boundaries including street names
- Location of event entrances and exits
- The distance between permanent structures and temporary structures
- A diagram showing any covered or fixed seating areas (with aisle widths)
- Location of any fencing including type, height, gate locations, method of anchoring and evacuation

- routes
- Location of all cooking operations
- Location of fire hydrants
- Location of all tents and membrane structures, stages, amplified sound, traffic barricades, first aid locations, dumpsters, generators, portable restrooms, supply vehicles, parking areas, and the event headquarters

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 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.
- Tents with walls/groups of tents with walls require a 12 foot fire break between them and other structures once they reach a cumulative total of 400 square feet.
- Tents without walls/groups of tents without walls require a 12 foot fire break between them and other structures once they reach a cumulative total of 700 square feet

L. Insurance Requirements

The Columbus Recreation and Parks Department requires each Special Event, Race Event, and Marine 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 Event Coordinator, not the insurance agent, must submit a copy of the ACORD [Certificate of Insurance](#) to the CRPD Office of Special Events 30 days prior to the event. Organizations whose certificate of insurance will expire after the application deadline and prior to the event may submit a copy of the existing policy, but are required to submit an updated certificate to the CRPD Office of Special Events no less than 5 days prior to the date of the event or the event permit will be revoked. 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.

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 Event Permits with inflatable amusements.
- All insurance coverage provisions, and limits, may be revised or increased by the City to reflect risk exposure.

M. Post Event Inspection and Restoration

Following each event, CRPD will perform post-event inspections. These inspections cover all parks, facilities, streets and adjacent sidewalks permitted for use by the Recreation and Parks Department and will focus on the removal of all event related trash, signage, equipment and supplies, hard surface stains, and overall site cleanliness. If you are interested in attending this inspection, please contact the CRPD Office of Special Events to schedule a time.

Removal of all event related trash from the area used. Lawn areas shall be in-tact without ruts, broken tree limbs, and areas where event waste has been dumped by vendors or patrons. For events where parking is not contained on-site, permit holders 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.

City departments understand that there are unexpected damages that may result due to inclement weather, careless vendors or participants, but in all cases when a permit is issued for use of City property it is the responsibility of the permit holder to take possession of the property and to maintain it throughout the event until returning it to the City. Event Coordinators are always given the first opportunity to rectify damages, however, failure to adequately perform restoration or to complete it in a reasonable time-frame (prior to future permitted events) will result in City departments arranging for restoration. Event Coordinators will not cause or permit any pesticides, herbicides, or other similar chemicals to be applied to any city park directly or indirectly without the written consent and approval of the CRPD Office of Special Events. City departments may seek restitution for any costs associated with work that is required due to the failure of a permit holder or associates, employees, volunteers, subcontractors and other agents to return City property in the same condition it was provided at the on-set of a permitted use.

Beginning in 2019, Event Coordinators will no longer be responsible for managing site restoration at park locations. CRPD has retained contractors and will schedule and oversee and restoration that is deemed necessary to restore park space to pre-event condition. Event Coordinators will be invoiced following completion of the work.

IX. Privately Contracted Services

A. Traffic Control Devices

Barricades and other traffic control devices required for street, sidewalk and alley closures, parades, etc. are the responsibility of the Event Coordinator. This equipment must meet the specifications of the Traffic Management Division.

B. 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 Special Inspection Office prior to making arrangements for installation of any crowd control devices. When temporary fencing is to be erected in a public park the CRPD Office of Special Events must be contacted for approval.

C. Tents on Public Streets

Tents may be placed in city streets and alleys that have been legally closed as long as a continuous 20 foot wide fire lane is maintained throughout the closure area. Tents over 400 square feet require inspections and permits. Refer to the temporary structures section to determine if you will need to complete an application for the Building and Zoning Services Department or a Temporary Operational Permit for the Division of Fire. The Division of Fire will not fill water ballasts (barrels) to anchor tents.

D. Tents in Public Parks

Tents may only be placed in public parks upon receiving approval from the CRPD Office of Special Events. Applicants must consult with the CRPD Office of Special Events prior to locating any tents within a park. Tents over 400 square feet require inspections and permits. Refer to the temporary structures section to determine if you will need to complete an application for the Building and Zoning Services Department or a for the Division of Fire.

1. Irrigated Parks

Tents less than 400 sq. ft. must be anchored by water ballasts (barrels) or concrete ballasts capable of anchoring 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 a fire-hydrant. The Division of Fire will not fill water barrels to anchor tents.

Tents over 400 sq. ft. can be anchored by stakes provided placement is reviewed with CRPD Maintenance and the tent supplier, on-site, prior to the event. Park Maintenance staff can only provide the general location of such utilities based on above ground identifiers. Tent quantity, size and placement may be limited due to underground utilities. Permit holder must agree to accept responsibility for any damage/repair costs resulting from the actions of subcontractors.

2. Hard Surfaces

No tent stakes may be driven into any asphalt, brick or concrete surface. All tents must be anchored with water ballasts (barrels) or concrete ballasts capable of anchoring 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 a fire-hydrant. The Division of Fire will not fill water barrels to anchor tents. If concrete ballasts are to be placed on a concrete surface a rubber mat must be placed underneath to avoid damaging hard surfaces.

3. Non-Irrigated Parks

Tents may be anchored by water ballasts (barrels), concrete ballasts, or stakes capable of anchoring the tent during high winds. Permit holder must agree to accept responsibility for any damage/repair costs to site utilities resulting from the actions of subcontractors.

4. Protective Flooring

Depending on soil conditions, extended weather forecast, 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 a venue site.

E. Portable Restrooms

The Event Coordinator is responsible for arranging to have adequate portable restroom facilities available for event patrons. Portable restroom providers can assist you 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. For events with alcohol it is recommended to have two (2) portable restrooms for every 60 people. Event coordinator 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. Portable restrooms must be removed immediately following an event. No private vehicles are allowed in the riverfront parks.

F. Banners and 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. Flagpoles and banner brackets within parks are intended for use by the City and may not be used for temporary banners.

G. Your Safety & Safety of Others

Responsible conduct is expected from those using park facilities to respect the rights and privileges of other participants and to assist city staff in maintaining safety and order. Permit holders are not allowed to operate their own maintenance or lawn care equipment in city parks. Mechanical rides, dunk tanks, inflatable pools, horses, livestock, drones or other similar items are prohibited. The fencing of any area of City property is prohibited unless authorized by permit. The installation of stages, scaffolding, portable buildings, sport courts, grandstands or bleachers must be authorized by permit. Use of paint 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 prohibitive 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.

X. Best Management Practices for Special Events



DEPARTMENT OF
PUBLIC UTILITIES

Best 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 storm water 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 storm water 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 this information sheet as a training tool and make every possible effort to keep pollutants from entering the storm sewer system.

Contact Information:

**To report an illicit discharge, contact the City of Columbus Stormwater Hotline at
614-645-STREAM (7873)**

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. Waste Water Management (Gray Water Containers)
- Provide disposal containers for your vendors to prevent having this waste water 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 vacs is also another acceptable method of collection.
- Once water is collected, dispose of it properly.

For additional information or questions in regards to storm water pollution prevention, please contact Jeff Vesco with the City of Columbus Storm water Section at 614-645-0362.

XI. Contacts for City Services

COLUMBUS RECREATION AND PARKS DEPARTMENT

Office of Special Events

1111 East Broad St., Suite 101, Columbus, OH 43205-1303;

Jason Nicholson, Special Events 614-645-3335

Ron Keller, Special Events 614-645-3332

Steve Paullin, Race Events 614-645-7855

Heather Williams, Block Parties and SAP's 614-645-3345

Corinne Taylor, Marine Events 614-645-3033

www.columbus.gov/recreationandparks

jtnicholson@columbus.gov

rekeller@columbus.gov

sbpaullin@columbus.gov

hdwilliams@columbus.gov

cltaylor@columbus.gov

- Special event permits, race permits, block party/street closure permits, marine event permits, special activity permits, city alcohol legislation, event planning, race planning, post-event park inspections, city permit information, large event city services meeting coordination

Rental Services Section

1111 East Broad St., Columbus, OH 43205-1303

Stanley Bulejski 614-645-3340

srbulejski@columbus.gov

- Facility rentals

Sports Section

1111 East Broad St., Columbus, OH 43205-1303

Brad Barrett 614-645-8556

sbbarrett@columbus.gov

- Athletic Field/Facility rentals

COLUMBUS DEPARTMENT OF PUBLIC SAFETY

Division of Police

120 Marconi Blvd., Columbus, OH 43215

Lt. Marc Dopp 614-645-4844

Officer Dean J. Jackson 614-645-4379

Officer Ken Huck 614-645-4635

Cynthia Gates 614-645-4375

www.columbuspolice.org

mdopp@columbuspolice.org

djackson@columbuspolice.org

khuck@columbuspolice.org

cgates@columbuspolice.org

- Street closures, security, traffic control, marine patrol, crowd control, parades, public notice of closures, mounted horse patrol, race course determination (Marine Park Patrol: 645-4946)

Division of Fire, Special Events Office

3675 Parsons Ave., Columbus, OH 43207

Lt. Doug Hart 614-221-3132x75010

www.columbusfire.org

mdhart@columbus.gov

- Emergency medical services for venues and special events

Division of Fire, Fire Prevention Bureau

3639 Parsons Ave., Columbus, OH 43207

Lt. Brian P. Fowler 614-645-7641x75605

bpfowler@columbus.gov

- Street closures, fireworks/pyrotechnics permits, tent inspections, LP gas inspections, fireworks inspections

Division of Support Services, License Section

4252 Groves Road, Columbus, OH 43232

Glenn Rutter 614-645-6854

www.columbus.gov/publicsafety

GERutter@columbus.gov

- Parade permits, carnival/circus licenses, community noise permits, charitable solicitation licenses

COLUMBUS DEPARTMENT OF FINANCE AND MANAGEMENT

Facilities Management Division

90 West Broad Street, Columbus, OH 43215

Ward W. Weber 614-645-2720

www.columbus.gov/finance

WWWeber@columbus.gov

- Use of City Hall, Public Safety Building, and Michael B. Coleman Governmental Center.

COLUMBUS DEPARTMENT OF PUBLIC SERVICE

Traffic Management Division

1820 E. 17th Ave., Columbus, OH 43219

Mark Dipiero

614-645-5845

www.columbus.gov/publicservice

mwdipiero@columbus.gov

- Traffic planning, street closures, parade routes, street closure device requirements, parking meters

Street Maintenance Operations

1881 East 25th Avenue, Columbus, OH 43219

Rodney W. Sparks

614-645-6325

RWSparks@columbus.gov

- Street cleaning, litter control, post event clean up, site maintenance

Right-of-Way Permit Section

111 N Front St, 1st Floor, Columbus, OH 43215

Ric Rossetti

614-645-3039

ColsPermits@columbus.gov

Counter

614-645-7497

- Occupancy permits and fee collection for division services

Division of Refuse Collection

2100 Alum Creek Drive, Columbus, OH 43207

T.J. Black

614-645-0525

TJBlack@columbus.gov

Cell: 614-774-0806

- Refuse collection/removal, litter control, recycling and post event clean-up

COLUMBUS BUILDING AND ZONING SERVICES DEPARTMENT

Building and Zoning Services

111 N Front St., Columbus, Ohio 43215

Nick Newnham, Customer Service Center Manager

Nell Rife, Business Manager

614-645-4685

614-645-8145

www.columbus.gov/bzs

ngnewnham@columbus.gov

hmrite@columbus.gov

- Festival tent registration, electric permits, electric inspections, stage inspections, tent inspections

COLUMBUS PUBLIC HEALTH

Division of Environmental Health

Food Protection

240 Parsons Ave., Room N106A, Columbus, OH 43215

Rob Acquista, Supervisor

614-645-6176

www.columbus.gov/publichealth

Licensing Program: 614-645-7005

Food Protection Program: 614-645-6197

robertacq@columbus.gov

- Food service operation, temporary food service licensing, vendor inspections

Ryan Younge, Mosquito Control Officer

614-645-6153

ryoung@ Columbus.gov

COLUMBUS DEPARTMENT OF PUBLIC UTILITIES

Division of Power

3500 Indianola Ave., Columbus, OH 43214

Richard J. Good

614-645-0447

www.columbus.gov/publicutilities

RJGood@columbus.gov

- Access to municipal electric equipment and service

Division of Water

910 Dublin Road, Columbus, OH 43215

Richard Irwin

614-645-3034

rairwin@columbus.gov

Cell: 614-736-4504

- Temporary water line installation, fire hydrant permits, back flow prevention devices

Division of Sewerage and Drainage, Stormwater Regulatory and Management

1250 Fairwood Ave., Columbus, OH 43206

Spill/Dumping Hotline: 614-645-7873

Ben Harriff

614-645-7011

btharriff@columbus.gov

Bob Lamb

614-645-0363

bflamb@columbus.gov

- Education about storm water and proper disposal of grease and gray water during events

STATEHOUSE/CAPITOL SQUARE

Capitol Square Review & Advisory Board

1 Capitol Square, Columbus, Ohio 43215-4210

Shannon Pruzinsky, Special Events Manager

- Permits for use of the Statehouse & Capitol Square, operates underground parking garage

www.ohiostatehouse.org

614-466-2125

spruzinsky@csrab.state.oh.us

CENTRAL OHIO TRANSIT AUTHORITY

COTA

33 N. High Street, Columbus, OH 43215

Ronnie Tyler, Transportation Services Supervisor

Sharon Smith, Superintendent of Transportation

Matt Allison, Director of Transportation

- Contact in regard to bus routes and street closures

www.cota.com

614-275-5800/Cell: 614-599-997

tylerri@cota.com

smithsr@cota.com

allisonmb@cota.com

OHIO DEPARTMENT OF COMMERCE

Division of Liquor Control, Permit Section

6066 Tussing Road, Reynoldsburg, OH 43068-9005

Judy Routson

- Temporary liquor permits for events, on-line application tracking

www.com.ohio.gov/liqr

614-387-7407/Fax: 614-644-6965

web.liqr@com.state.oh.us

XII. Additional Documents

The [Event Application](#) will need to be completed to receive an Event Permit. The below supplemental documents from City Departments involved with permitting events can be found in the [Event Planning Guide](#) online.

CRPD Special Events

- Sample Certificate of Insurance
- Street Closure Petition
- Sample Turn-by-Turn Course Description
- Sample Notification of Intent
- Sample Race in Progress Sign
- Alcohol Legislation Fact Sheet

Department of Public Service

- Parking Meter Form
- Sample of Emergency No Stopping Signage
- Sample of Public Notice Parking Restriction Signage
- Occupancy Permit Application

Division of Fire

- Special Event Evaluation Request Form
- Temporary Operational Permit Application
- Fireworks, Pyrotechnics Permit Application

Building & Zoning Services

- Festival Tent Registration Form
- Checklist for Temporary Structures

Columbus Public Health

- Temporary Food License Application
- Introduction to Mobile Food Units

Division of Water

- Fire Hydrant Permit Application

License Section

- Parade Permit Application
- Community Noise Permit Application
- Commercial Sales/Promoter License Application
- Commercial Sales/Promoter License Affidavit
- Charitable Solicitations Permit Application

XIII. Maps

The Office of Special Events maintains a selection of the Downtown Park Maps listed in the [Event Planning Guide](#) page online. The downtown park maps include:

- Scioto Greenway
- Bicentennial Park
- Dorrian Green
- East Bank Park
- Genoa Park
- McFerson Commons
- North Bank Park
- West Bank Park
- Goodale Park
- Franklin Park
- Wolfe Park
- Downtown District Map

A selection of pre-set race course maps can also be found in the [Event Planning Guide](#) page online. The preset courses are available for the following locations:

- Columbus Commons
- Genoa Park
- Huntington Park
- McFerson Commons
- Smith Farms
- Wolfe Park 1