

A. CITY SERVICES

City divisions can be contracted to provide the event services listed below. Event Coordinators should contact the City service representatives (listed on pages 25-27) to find out more information about these particular services (**Refer to Section VI**). 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.

1. 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. Meter Request Form identifying location of all parking meters to be removed from service must be submitted to Parking Violations Bureau (30) days prior to closure (**Appendix B**). PVB approved meter form and payment of meter fees must be submitted to CRPD Permits & Rental Services Office before a Block Party/Street Closure permit will be issued by CRPD.

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 also pay for lost parking meter revenue which is calculated by the Public Service Department 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 signs (**Appendix D & E**) give the City the enforcement authority needed to legally tow vehicles parked at bagged meters. The signs are available to download from the Special Event Planning Guide page of the City of Columbus website or signs can be purchased from the Right-of-Way Permits Section at 50 West Gay 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 Parking Violations Bureau (Mark Springer – 614-645-4070) 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.

2. Litter Removal/Recycling/Trash Clean Up

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. For a fee, Street Maintenance Operations and the Refuse Collection Division are available to assist you with street sweeping and trash removal collection. Upon request, both divisions will provide Event Coordinators with an estimated cost for clean-up services. Once service is arranged, all fees and deposits must be paid to the appropriate division at least two weeks prior to the event.

3. Temporary Water

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 (**Appendix T**) must be submitted to the City's 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 the 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.

<u>Permit Charges</u>	
<i>Five (5) fire hydrants or less</i>	<i>\$75.00/permit</i>
<i>More than five (5) fire hydrants</i>	<i>\$150.00/permit</i>
<i>Daily Usage Fee</i>	<i>\$50.00/day</i>
<i>Event Deposit</i>	<i>\$500.00 deposit</i>
<i>Fire Hydrant Inspection Fee</i>	<i>\$50.00</i>
<i>Application Late Fee</i>	<i>\$100.00</i>

4. Electricity

The Division of Power (DOP) should be contacted a minimum of two (2) weeks prior to the event if electricity 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 Regulation and Code Enforcement. See rate chart below for expected costs.

Installation/Removal Costs, per Trip

Monday – Friday (7:00 am – 4:00 pm)	\$160.00 each connection
Monday – Friday (4:30 pm – 7:00 am)	\$220.00 each connection
Saturday	\$220.00 each connection
Sunday or Holiday	\$280.00 each connection

Energy Charges

Service Size:	Energy Costs:
100 amp	\$35.00 per day
200 amp	\$66.00 per day
400 amp	\$132.00 per day
600 amp	\$441.00 per day
Above 600 amp	Metered service only

5. Emergency Medical Services, Fire Prevention, Hazmat, Assessment and DART

Columbus Division of Fire (CFD) can determine the scope and need for First Aid/EMS coverage for events held within the boundaries of the City of Columbus. The Special Event Evaluation Request Form (**Appendix F**) may be submitted to the Division of Fire Special Events Office a minimum of 30 days prior to an event. It should be noted that additional or expansion of EMS services to cover an event (if needed) will come from Columbus Division of Fire.

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/routes)
- 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 event conditions/locations will determine the size of the team. When more than (3) EMS teams are employed an EMS Officer will also be added for span-of-control management. When (4) or more units are employed an Event Dispatcher and Incident Commander will be employed for operational and interoperability needs. All of these requirements are needed to ensure a line of communication between the event manager, CPD, CFD Emergency Services and the public are maintained.

If determined after the meeting with CFD that its Special Duty services are not needed the vendor/client will be notified of other BLS services and or 911 system. The hourly pay rate (4-hour minimum) for special duty CFD personnel is:

Fire Fighter/Paramedic	\$37.00
Fire Lieutenant/EMS	\$43.50

<i>Fire Captain</i>	\$51.25
<i>Fire Battalion Chief</i>	\$60.50
<i>Medic Vehicle/Equipment charge</i>	\$20.00
<i>Fire Engine Vehicle/Equipment</i>	\$50.00

6. Security/Crowd and Traffic Control

The Event Coordinator is responsible for providing all event security needs. 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 Unit. When securing these services from the Division of Police, a three (3) hour minimum is required. The hourly pay rates for special duty police officers are listed below. **These rates are subject to change pending contract negotiations.**

<i>Police Officer</i>	\$46.50
<i>Sergeant</i>	\$54.50
<i>Lieutenant</i>	\$64.50
<i>Commander</i>	\$76.00
<i>Police Vehicles</i>	\$17.00

7. Requesting the Sale of Alcoholic Beverages

The City of Columbus requires passage of a Council Ordinance to allow non-profit organizations permission to sell alcoholic beverages at festivals held on public property (Council Ordinance does not apply to city park shelter houses. Refer to Section IV. B. 4. for rules and fees). To be considered for an ordinance all non-profit organizations must submit the following information to the CRPD Office of Special Events, on their organization’s letterhead for processing, **a minimum of 120 days prior to the event.**

Below are the items that must be included in your request for a Council Ordinance:

- Event name, date(s), and streets to be closed for 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.
- Certification that the Event Coordinator will acquire a minimum of \$1 million general liability insurance coverage.

Once approval is granted by Columbus City Council, applicant must secure written approval from the Columbus Police Special Events Unit prior to submitting a Temporary Liquor Permit Application to the Ohio Department of Commerce, Division of Liquor Control. Applicant must supply a copy of the approved Council Ordinance identifying the non-profit organization that will hold the liquor permit, a site map showing all the boundaries and barricades of the race site, and a copy of their Block Party/Street Closure Permit in the name of the non-profit organization obtaining the liquor permit if streets will be closed to accommodate alcohol sales/consumption. An F2 permit requires a longer time to process due to the need for the Franklin County Board of Elections to verify local options for the proposed event site.

B. PRIVATELY CONTRACTED SERVICES

The following services must be secured from a private supplier.

1. 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.

2. 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 Unit and the Division of Fire 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.

3. 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 Section III. C. 1 and 8 to determine if you will need to complete a Festival Tent Registration Application for the Building and Zoning Services Dept. or a Temporary Event Permit for the Div. of Fire. The Division of Fire will not fill water ballasts (barrels) to anchor tents.

4. 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. 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 trucks are allowed in the riverfront parks.

5. Grease, Ash, and Gray Water Disposal

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 Public Utilities regulations. Under no circumstances should grease, ash or wastewater be dumped anywhere on city property (Refer to Section VII for Best Management Practices for Special Events). 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 damages/stains caused by accidental spills.