

2018 event planning guide

Produced by The Office of Special Events



THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

RECREATION AND PARKS
DEPARTMENT

Table of Contents

I.	<u>Introduction</u>	3
II.	<u>Definitions</u>	4
III.	<u>Event Planning Timeline and Checklist</u>	7
IV.	<u>Event Operation Requirements</u>	11
A.	PARKS & WATERWAYS	11
1.	Special Event Permit	11
2.	Race Event Permit	11
a.	Trail Course	12
b.	Road Course	12
c.	Sidewalk Course	13
d.	Special Conditions/Exceptions	13
3.	Marine Event Permit	13
4.	Special Activity Permit	14
B.	STREETS & SIDEWALKS	14
1.	Block Party/Street Closure Permit	14
2.	Occupancy Permit	15
3.	Parade Permit	16
C.	EVENT OPERATIONS PERMITS	16
1.	Festival Registration – Tent and Electric Permits	16
2.	Temporary Food Service License	17
3.	Community Noise Permit	18
a.	Noise Abatement License	18
4.	Commercial Sales/Promoter License	18
5.	Charitable Solicitation License	19
6.	Temporary Event Permit	19
7.	Fireworks, Pyrotechnics and Flame Effects Permit	19
V.	<u>Contracted Services</u>	20
A.	CITY SERVICES	20
1.	Temporary Removal of Metered Parking	20
2.	Litter Removal/Recycling/Trash Clean Up	20
3.	Temporary Water	20
4.	Electricity	21
5.	EMS, Fire Prevention, Hazmat, Assessment and DART	22
6.	Security/Crowd and Traffic Control	23
7.	Alcoholic Beverages at Events	23

8.	Music License	24
9.	Stage Van	24
B.	PRIVATELY CONTRACTED SERVICES	25
1.	Traffic Control Devices	25
2.	Crowd Control Devices	25
3.	Tents on Public Streets	25
4.	Portable Restrooms	25
5.	Grease, Ash, and Gray Water Disposal	25
VI.	<u>Utilizing Park Department Facilities</u>	26
A.	SECURING PARK FACILITIES FOR EVENT USE	26
1.	Advance Annual Reservations	26
2.	Denial of a Park Reservation	26
3.	Riverfront Parks	26
	a. Bicentennial Park	26
	b. Genoa Park	27
	c. North Bank Park	27
4.	Gated/Private Events	28
5.	Park/Trail Reservations & Facility Rental Fees	28
6.	Regional and Neighborhood Parks	28
7.	Insurance Requirements	29
8.	Site Map	29
9.	Refund Policy	29
B.	SITE POLICIES FOR PARK FACILITIES	30
1.	Tents in Public Parks	30
2.	Mobile Stages/Platforms	31
3.	Park Electricity	31
4.	Banners and Signage	31
5.	Your Safety & Safety of Others	31
6.	Unique/Special Use	32
7.	Incident Action Plan	32
8.	Post-Event Site Inspection	32
VII.	<u>Contacts for City Services</u>	34
VIII.	<u>Maps of Downtown Venues</u>	37
IX.	<u>Appendix Section</u>	38

I. Introduction

The CRPD Office of Special Events annually publishes an *Event Planning Guide* to help Event Coordinators use the requirements that are in place to efficiently plan and execute a successful event. This guide includes permit applications, a directory of city department contacts, selection of venue maps, an overview of city regulations and fees for city services.

The information in this guide is available on-line at <http://columbus.gov/recreationandparks>. Once on the Columbus Recreation and Parks Department home page go to the navigation menu at the left side of the page, select "Office of Special Events" and then select "Event Planning Guide" to view or download. The Guide was developed to help plan everything from larger downtown events to community events in other parts of the city. The purpose of the *Event Planning Guide* is threefold:

- 1) To clearly state, in a simple format, the most common requirements of the City of Columbus.
- 2) To define procedurally how an Event Coordinator should obtain approval for the various components of an event.
- 3) To establish a reasonable time frame in which an Event Coordinator is expected to work.

The CRPD Office of Special Events serves as a clearinghouse and facilitator for various city departments and agencies involved with permitting for festivals, events, races, regattas and block parties. Although the CRPD Office of Special Events is responsible for permitting festivals, events and races, each city department or agency is responsible for making sure that its requirements have been met. In working toward our common goal of delivering quality programming at a reasonable cost, it is important that Event Coordinators and the City of Columbus cooperate and communicate through all phases of event planning and implementation. **It is the responsibility of each Event Coordinator to know all pertinent city codes and departmental regulations before undertaking an event in the City of Columbus. This document is only a guide; we cannot print every city policy or regulation.** If you require further information on specific procedures, requirements, or services, please contact the appropriate division representative listed on pages 34-36 in this guide.

An annual publication of:
Columbus Recreation & Parks Department
Office of Special Events
1111 East Broad Street, Suite 101
Columbus, Ohio 43205-1303

To obtain a copy, contact:

Jason Nicholson, Special Events, 614-645-3335
jtnicholson@columbus.gov

Steve Paullin, Race Events, 614-645-7855
sbpaullin@columbus.gov

Heather Williams, Block Parties and Special Activities, 614-645-3345
hdwilliams@columbus.gov

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 on lead/emergency vehicles.

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.

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.

Event

Any organized activity in a City public space. Types of events include Special Event, Race Event, Marine Event, Block Party/Street Closure, and Special Activity.

- **Block Party/Street Closure**
Any non-commercial, organized activity that requires the temporary closure and use of City streets and sidewalks for the purpose of hosting an event.
- **Marine Event**
Any non-commercial, organized boating activity that occurs on a City managed waterway. Fishing activities are exempt from needing a permit.
- **Race Event**
Any organized activity where participants register for a timed, fixed distance or fundraising event and 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.
- **Special Activity**
Any non-commercial, organized activity in a City Park, with little to no impact on the Park or amenities. Typically special activities include birthday parties, picnics, and other passive activities with invited guests only. A Special Activity Permit is required for gatherings of 10 or more people.
- **Special Event**
Any organized activity in a City Park that draws a crowd, requires set-up/installation of support items, or use of park space beyond passive interaction. Typically Special Events include 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

Exceptional Activities

Any activity on public property 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 business, 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 on public property.

For-Profit Organization

An entity that exists primarily to generate a profit and benefit 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. A participant fee, ticket or donation is required to access all or portion of a park or event site, which is designated exclusively for that event.

Major Event

A large-scale event which has a substantial impact to City property and the support provided by City Departments.

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.

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 public venue impacted by a street closure or race course.

Private Event

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

Public Event

An event that is free and open to the public.

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 right-of-way closure to accommodate a race event that is reopened by the Division of Police after participants pass a designated point on the course.

Set-Up

Defined as all times/dates when event preparation takes place in a park.

Tear-Down

Defined as all times/dates when event clean-up takes place in a park.

Trails

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

Zoned Commercial

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

Zoned Residential

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

III. Event Planning Timeline and Checklist

Event Coordinators are responsible for all aspects of the event. The list below is intended to be used as a guide **for events held on city property**, but is by no means all-inclusive as every event is different. Please refer to the text portion of the guide for more in-depth details on event requirements and contracted services.

120-365 DAYS PRIOR TO EVENT

- Check to see what other activities are scheduled on the proposed date of your event
- Select a date, time and location for your event, along with back-up dates and locations
- Contact Columbus Recreation and Parks to discuss location availability and permit requirements
- Begin to submit applications and fees to reserve the event location
- Prepare an event budget, set aside funds for emergencies.
- Obtain city permit applications:
 - **Event Permit Application – Appendix A**
 - **Parking Meter Form – Appendix F:** when removing meters from service
 - **Occupancy Permit Application – Appendix I:** when event related items are on a public right of way prior to, or outside of the boundaries of a block party/street closure
 - **Special Event Evaluation Request – Appendix J:** when Columbus Division of Fire EMS is hired for on-site first-aid
 - **Temporary Event Permit Application – Appendix K:** when inspections are required from Columbus Division of Fire due to tents being used for events
 - **Fireworks, Pyrotechnics Permit Application – Appendix L:** when permitting fireworks, pyrotechnics or flame effects
 - **Festival Registration for Tents, Stages, and Electric – Appendix M & N:** when requesting to permit tents over 400 square feet, stages higher than 12 inches, and when power is hard wired to new panels or trailer mounted generators used
 - **Temporary Food Service License Application – Appendix O:** when selling food for a charge or required donation
 - **Fire Hydrant Permit Application – Appendix P:** when requesting access to water from a fire hydrant (water for vendors or filling water barrels used for weighting temporary structures)
 - **Parade Permit Application – Appendix Q:** when conducting a parade on any streets or public thoroughfares
 - **Community Noise Permit Application – Appendix R:** when using amplified sound outdoors
 - **Commercial Sales/Promoter License Application and Affidavit – Appendix S & T:** when vendors conduct food or merchandise sales.
 - **Charitable Solicitation Permit Application – Appendix U:** when a non-profit organization solicits donations from the public
- Request permission for the sale/consumption of alcoholic beverages on public property
- Post the event date, location and contact information on area web sites and event calendars

90-120 DAYS PRIOR TO EVENT

- Secure liability insurance (see sample **Appendix B**)
- Consult with Columbus Public Health, License Section, and Div. of Fire regarding vending
- Verify Park use and restrictions
- Recruit vendors
- Recruit volunteers – get twice as many as you think you need

60-90 DAYS PRIOR TO EVENT

Begin logistical arrangements:

- Identify streets to be closed
- File Event Application (**Appendix A**), and submit support materials:
 - Certificate of Liability Insurance (see sample **Appendix B**)

- Develop a detailed site map of event including location of tents, stages, fencing, tables, chairs, portable restrooms, dumpsters/trash receptacles, music, vendors, banners, etc.
- Contact Columbus Police for security, crowd control and traffic control needs at 614-645-4375
- Contact Columbus Fire to develop an Incident Action Plan (IAP) at 614-221-3132 x 75010
- Develop a first-aid plan (City of Columbus Fire is available upon request)
- File all other needed city permit applications with applicable fees
- Obtain and coordinate proper placement of traffic control devices for street closures
- Rent portable restrooms/hand wash stations and coordinate appropriate delivery and removal
- Rent tents and file for necessary city permit(s): (**Appendix K, M & N**)
 - Schedule required inspections
 - Secure appropriate fire extinguishers

30-60 DAYS PRIOR TO EVENT

- Verify accessibility for persons with disabilities and/or mobility issues
- Locate parking for support vehicles, event staff, volunteers, VIP's, and event participants
- Arrange litter/site management and trash removal
 - Develop a recycling plan
 - Secure temporary trash receptacles and liners or recycling containers
 - Rent dumpsters and coordinate delivery and removal.
 - Secure labor/volunteers to perform clean up
 - Columbus Street Maintenance Operations and Columbus Refuse Collection Division are both available upon request
- Rent tables and chairs
- Rent waste water collection tanks, grease and ash containers for vendor waste
- Rent generators
- Rent a stage
- Rent sound equipment
- Rent lighting equipment
- Rent golf carts
- Confirm all city requirements have been met and permits obtained
- Confirm use of park site map accuracy

15 DAYS PRIOR TO EVENT

- Confirm arrangements and equipment for street closures
- Confirm arrangements for police (security)
- Confirm delivery time and drop-off location for all services/rentals
- Confirm arrangements for first-aid and emergency medical services
- Print event signage
- Notify Fire Prevention Bureau, Columbus Public Health, Building and Zoning Services and License Section for inspections
- Issue parking passes, vehicle access passes, and credentials
- Hand deliver "Notification of Intent" to all properties directly affected along the course for all races utilizing streets (see Sample **Appendix D**)
- Print race signage (trail course see sample Race in Progress sign **Appendix E**)

72 HOURS PRIOR TO EVENT

- Place **Emergency No Stopping** signs on streets with no parking meters being closed for the event (**Appendix G**)

24 HOURS PRIOR TO EVENT

- Place **Public Notice** signs on parking meters (**Appendix H**)

Special Events

During a rainfall event, water flows from the event site via storm drains and directly into the rivers without any treatment. The rain water will pick up pollutants such as trash, oil, or anything else left behind from your vendors and guests of your event. As a participant, your organization can be proactive and prevent any stormwater violations. The cost to clean up pollutants once they are in the storm line or Waters of the State can be several thousand dollars. To help you comply with the federal, state, and local stormwater 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 stormwater management practices.

Best Management Practices

The objective in stormwater protection is that only rain goes down the drain. Best Management Practices are specific steps that are taken in order to prevent pollution from entering the storm sewer system at your event. All employees and vendors shall review 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 stormwater pollution prevention, please contact Jeff Vesco with the City of Columbus Stormwater Section at 614-645-0362.

IV. Event Operation Requirements

A. **PARKS & WATERWAYS** (Chapter 919 and 921, Columbus City Code)

The CRPD Office of Special Events will issue an Event Permit when an event meets any of the criteria listed below:

- The event takes place in a City of Columbus Park with 10 or more people, with the exceptions of:
 - Events only renting a shelter house, gazebo and/or wedding site
 - Sporting events taking place at a designated sport park
 - Activity taking place at a community center
- The event is **NOT** exclusively a commercial activity (i.e. yard sale, lemonade stand, etc.).
- The event takes place on a street
- The event has a running, walking, or cycling race component
- The event takes place on any public waterway.

With the submission of an Event Application (**Appendix A**), an Event Coordinator can receive a Special Event Permit, Race Event Permit, Marine Event Permit, Special Activity Permit, and/or Block Party Street Closure Permit.

1. **Special Event Permit**

The Special Event Permit (**Appendix A**) is issued by the CRPD Office of Special Events. Permits are required when activities such as food vending, merchandise sales, concerts, fireworks, fundraising, exhibits, or alcoholic beverage sales are planned. Typically a permit is needed when the event attendance is over 100 participants. Frequently these events are marketed citywide or regionally and involve extensive planning and coordination by multiple city departments. Special Event Permits are only issued for events held within city parks. To be considered for a Special Event Permit, the applicant must:

- Contact the CRPD Office of Special Events to confirm park availability.
- Submit a \$125 application fee and all facility rental fees to Recreation and Parks to obtain a park reservation (Applicant requesting to use more than one park for a single event will only be required to submit one Special Event Permit fee).
- Submit a completed Special Event Permit application, a detailed site map, certificate of insurance and rental fees owed 60 days prior to the event to the CRPD Office of Special Events.
- Submitting all required documents and payment does not guarantee that you will be issued a permit.

<input type="checkbox"/>	Special Event Permit	\$125.00
<input type="checkbox"/>	Expediting Fee Submitted less than 60 days	\$50.00

2. **Race Event Permit**

The Race Event Permit (**Appendix A**) is required when a race event takes place on public property. Large race events with participation over 7,500 may continue to utilize existing courses. All other downtown race events will be directed to one of the preset courses that originate at Columbus Commons, Huntington Park, McFerson Commons and Genoa Park. To view a selection of downtown venue maps see Section VIII. A selection of preset courses, turn-by-turn instructions and required locations of traffic control devices is available online at www.columbus.gov/recreationandparks.

CRPD takes reservations up to one year in advance. In addition, we honor dates provided by qualifying organizations that have annual reservations and then accommodate requests on a first-come, first-serve basis. To organize a race event on a trail, follow the steps below:

- Contact CRPD Office of Special Events (614-645-7855) a minimum of 90 days prior to determine availability of specific dates and course options. Due to volume of normal use, some trail areas may not be used for race events.
- Complete an Event Application (**Appendix A**) application fee, facility rental fees (if applicable), site map, course map and Certificate of Insurance to CRPD Office of Special Events a minimum of 60 days prior to the race event. If using a park in conjunction with the trails, a park map detailing race event set-up is required. An expediting fee shall be charged for all applications submitted after the filing deadline.
- 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 if applicable.
- Division of Police Special Events Unit will work with Event Coordinators to determine if any parking meters need to be removed from service to accommodate a race. If meters must be removed, the Meter Request Form (**Appendix F**) must be completed and submitted to Mark Dipiero (614-645-5845) 30 days prior to the race event to determine fees if applicable.
- Once applicant is notified their Race Event Permit has been approved, they may be required to hand deliver a Notification of Intent (**Appendix D**) 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. A sample notification letter can be downloaded from www.columbus.gov/recreationandparks if applicable.
- Complete a Sidewalk Occupancy Permit application (**Appendix I**) if applicable.

The application fees listed below cover the administrative time of city staff dedicated to support, permit, plan, and coordinate city services to compliment the efforts of Event Coordinators and to assure the success of the race. Race event fees are calculated based on anticipated participation, and if the organization coordinating the race (does not apply to hired event producer, timing company or any other contractor) is a non-profit or for-profit entity.

ESTIMATED NUMBER OF PARTICIPANTS	NON-PROFIT BASE FEE	TOTAL NON-PROFIT COST (WITH EXPEDITING FEE)		FOR-PROFIT BASE FEE	TOTAL FOR-PROFIT COST (WITH EXPEDITING FEE)
up to – 1,999	\$550	\$1,100		\$1,100	\$2,200
2,000-7,499	\$900	\$1,800		\$1,800	\$3,600
7,500-14,999	\$1,500	\$3,000		\$3,000	\$6,000
Over 15,000	\$3,000	\$6,000		\$6,000	\$12,000

a. Trail Course

Columbus has an expansive network of multi-use trails that can be utilized for walks, runs, cycling and other recreational activities. Preset courses have been created to accommodate existing race events on downtown trails. 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, signage, traffic control devices and /or a staggered start may be required.

Many trails pass through existing parks therefore, accessing a trail may require rental of a park or adjacent facility. All race events held on the downtown trail system must be completed by 1:00pm unless the theme or nature of the race event requires it to be held at night. In such cases special coordination may be required to identify an available course.

b. Road Course

Columbus streets and right-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. 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 Unit based on course length and start time.

New Road Courses for Running/Walking Events

New road courses will only be considered in the downtown if the race event occurs on streets closed under a Block Party/Street Closure Permit, or if participation exceeds 1,000 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.

Cycling Events

A cycling race event 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/Street Closure Permit. Course approval is required before permit can be issued.
- A non-competitive ride/tour 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 under 200 participants requires no permit as long as they 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 10 participants at a time.

c. Sidewalk Course

Small walking events that are not planning to time participants can hold walks on sidewalks, provided they abide by the “rules of the road” (only crossing streets with 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 Public Service Department (**see Section IV. B. 2**).

Non-competitive walking events with more than 200 participants are required to file a Race Event Permit 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 anticipated participation and to verify that there are no conflicts with other scheduled events. Volunteer course marshals, police, signage, traffic control devices and/or a staggered start may be required. Participants will be required to follow-rules of the road.

d. 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. Only the races listed below would meet the criteria of an extraordinary 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

3. Marine Event Permit

A Marine Event Permit is required when an applicant desires to conduct an event on a publicly controlled body of water within the City of Columbus. Payment must be made to secure a

reservation for the waterway, an Event Application (**Appendix A**) and certificate of insurance must be submitted to the CRPD Office of Special Events 30 days prior. Applications filed less than thirty days before the event will be subject to a \$50.00 expedited service charge if processing is possible. All Marine Event Permits will be reviewed with Columbus Police and Fire prior to issuing a permit.

- Marine Event Permit** **\$25.00**
- Expediting Fee Submitted less than 30 days** **\$50.00**

4. Special Activity Permit

The CRPD Office of Special Events issues Special Activity Permits (**Appendix A**) to individuals and organizations conducting picnics, weddings, reunions, revivals, and events at public parks. Alcohol is not permitted under a Special Activity Permit. Typically these events with less than 100 participants (limited event components, participant safety concerns, insurance requirements) obtain a Special Activity Permit. 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 (**refer to Section VI. B.**).

- Special Activity Permit** **\$50.00**
- Expediting Fee Submitted less than 7 days** **\$50.00**

B. STREETS & SIDEWALKS (Chapter 903, 923, and 2111, Columbus City Code)

1. Block Party/Street Closure Permit

A Block Party/Street Closure Permit (**Appendix A**) is required when an applicant desires to close any public street or alley for a special event or block party (race events when streets are being used for extended set-up/tear-down, primarily start/finish lines). No street may be closed for the purpose of a commercial activity. To be considered for a Block Party/Street Closure Permit, completed applications must be returned to the CRPD Office of Special Events and include:

- A list of the streets to be closed (including corresponding intersections).
- The proposed times and dates of closure and reopening.
- A petition signed by occupants of 80% of the total affected properties in a good faith effort.
- A legible map of the closure areas.
- Submission of the application and fee (30 days prior to the requested closure. Applications filed less than 30 days before the event will be subject to a \$50.00 expedited service charge and may not be processed.
- 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 Traffic Management Division will provide CRPD & Event Coordinator with an approved meter form. Event Coordinator must remit payment of meter fees to CRPD before a block party/street closure permit will be issued by CRPD. (**Refer to Section V. A. 1.**).
- Permit Holder is responsible for providing ODOT approved barricades.
- If planning to conduct alcohol sales at an event the Ohio Division of Liquor Control will require a copy of the Street Closure Permit prior to issuing a temporary liquor permit.
- Signage must be posted on all used meters 24 hours prior to the event.
- 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.
- Any 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.

<input type="checkbox"/>	Block Party/Street Closure Permit	\$75.00
<input type="checkbox"/>	Major Thoroughfare Block Party/Street Closure Permit	\$100.00
<input type="checkbox"/>	Expediting Fee Submitted less than 30 days	\$50.00

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 returning a Street Closure application to the CRPD Office of Special Events for processing, the application must be approved by the reviewing city divisions and all meter fees must be determined by the Traffic Management Division. Below are the general requirements for each division.

Division of Police

- Requires Event Coordinators to provide general event information, including crowd size, proposed entertainment, plans for the sale of alcohol, and a map of the streets to be closed. Depending on the streets to be closed and closure times, Event Coordinators may be required to arrange police coverage for traffic control.

Department of Public Service

- May require submission of an Occupancy Permit application (**Appendix I**).
- Requires posting of “Emergency No Stopping” signs (**Appendix G**) 72 hours prior to closing streets without parking meters, and posting of “Public Notice” signs (**Appendix H**) 24 hours prior when meters are to be removed from service. The Right-of-Way Permit Section of the Dept. of Public Service will issue a permit number that must be affixed to each “Emergency No Stopping” sign by the Event Coordinator. The signs can be purchased for \$.25 each at the Right-of-Way Permits Office at 111 N. Front Street or received by email. Parking enforcement may only ticket/tow vehicles if signage is posted. Event Coordinators must remove signs at conclusion of the event.
- Requires Event Coordinators to arrange for all traffic control devices needed to inform the general public of traffic restrictions.
- May require submission of Street Sweeping or Post-Event Clean-Up Deposit (**Refer to Section V. A. 2**) and payment for lost meter revenue when removing parking meters from service (**Refer to Section V. A. 1**).

Division of Fire

- Requires Event Coordinators maintain a 20’ fire lane if anything is placed on a street (contact Lt. Brian P. Fowler – 614-645-7641 ext. 75605).

Refuse Collection Division

- Requires review of the event’s trash collection/removal plan (contact T.J. Black – 614-645-0525). Plan should address what trash/recycling receptacles will be utilized, how will the receptacles be emptied, how will the trash/recycling material be disposed, what are the dumpster sizes and number of dumpsters, when will dumpsters be delivered and removed and who is responsible for providing waste collection/removal services.

2. Occupancy Permit (Chapter 903, Columbus City Code)

This permit (**Appendix I**) is required anytime an applicant desires to construct event related items on a public right of way prior to the permitted time of a block party/street closure or outside of the closure boundaries included in the applicant’s approved Block Party/Street Closure 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.

If the closure of the street restricts normal access to parking meters, then the Event Coordinator must coordinate with the Traffic Management Division for the affected meters to be removed from service. If removing parking meters from service, the Event Coordinator must make payment for any lost parking meter revenue or request a fee waiver from the Traffic Management Division (**Refer to Section V. A. 1**) and obtain an occupancy permit application. Occupancy Permit Applications must be filed 10 days prior to the closure. If accompanying a street closure must be filed 15 days prior.

<input type="checkbox"/>	Occupancy Permit –Right-of-Way Permits Office (Up to 5 consecutive days)	\$80.00
--------------------------	---	----------------

3. Parade Permit (Chapter 2111, Columbus City Code)

This 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 (**Appendix Q**). To secure a Parade Permit, applicant should:

- Consult with the Division of Police Special Events Unit 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 (**Refer to Section V. A. 2**)

<input type="checkbox"/>	Parade Permit - License Section	\$100.00
<input type="checkbox"/>	Application Fee – License Section	\$10.00

C. EVENT OPERATIONS PERMITS

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.

1. Festival Registration – Tent and Electric Permits (Chapter 4113.51 Columbus City Code provides for temporary use of tents greater than 400 square feet in total area and 4113.37 for other temporary structures such as stages and other features)

The application must be submitted 30 days prior to event and include dates of event, two copies of a site plan including location of existing structures and temporary structure(s),

identifying means of egress, two copies of certificate of flame retardant tent material, and manufacturer installation instructions. Construction documents sealed by a registered design professional may be required. Festival Registration applicants shall provide notarized evidence acceptable to the Chief Building Official that all structures meet City code requirements and are safe for their intended use (**Appendix M & N**). 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 the cost of Festival Registration as noted in the current Department of Building and Zoning Services fee schedule.

Note: It is the responsibility of the Event Coordinator to schedule the Festival inspection by calling the Department of Building Services Structural Inspection Office at 614-645-8235 24 hours prior to the requested day of the inspection or for weekend or holiday inspections by 2:00pm of the prior business day.

Electric Permits

An electric permit is required when the lighting and power is hard wired (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. An electric contractor registered with the City of Columbus is required (**Appendix M**).

Note: It is the responsibility of the Event Coordinator to schedule the Festival inspection by calling the Department of Building Services Electrical Inspection Office at 614-645-8265 24 hours prior to the requested day of the inspection or for weekend or holiday inspections by 2:00pm of the prior business day.

***Festival Registration (including temporary use of tents and/or electric permits) –
Dept. of Building and Zoning Services*** ***\$75.00***

2. Temporary Food Service License (Chapter 3717, Ohio Revised Code)

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 (**Appendix O**) 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.

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).

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.
- 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.

<input type="checkbox"/>	Temporary Food Service License (Non-profit Organization)	\$24.00/day
<input type="checkbox"/>	Temporary Food Service License (Commercial Operation)	\$48.00/day
<input type="checkbox"/>	Mobile Food Service Operation License	\$326.00/year

3. Community Noise Permit (Chapter 2329, Columbus City Code)

A Community Noise Permit can be obtained from the Department of Public Safety, License Section when planning to conduct outdoor gatherings that involve amplified sound (**Appendix R**). Applicants who reside outside the State of Ohio must also submit a criminal background record check from the county where they reside. Event Coordinators are encouraged to refer to Section 2329.11 of Columbus City Code or contact the DPS License Section directly to determine requirements for this permit.

<input type="checkbox"/>	Community Noise Permit – License Section	\$150.00
<input type="checkbox"/>	Community Noise Variance – License Section	\$100.00
<input type="checkbox"/>	Application Fee – License Section	\$10.00

a. 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) are 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.

4. Commercial Sales/Promoter License (Chapter 523, Columbus City Code)

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.

To obtain a Commercial Sales License (**Appendix S & T**), local applicants must obtain a record

check from the City Licensing Office 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. Vendors participating in an event that is held on a legally closed street are exempt from obtaining this license. 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.

<input type="checkbox"/>	Commercial Sales Annual License- License Section	\$150.00
<input type="checkbox"/>	Commercial Sales License- Tri-Annual License Section	\$75.00
<input type="checkbox"/>	Background Check Processing Fee-License Section	\$32.00
<input type="checkbox"/>	Application Fee – License Section	\$10.00
<input type="checkbox"/>	Identification Card Fee – License Section	\$5.00

5. Charitable Solicitation License (Chapter 525, Columbus City Code)

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 (**Appendix U**) requires board approval and may take 4 – 6 weeks.

<input type="checkbox"/>	Charitable Solicitation License Fee – License Section	\$40.00
<input type="checkbox"/>	Application Fee – License Section	\$10.00

6. Temporary Event Permit (Chapter 2502, Columbus City Code)

Contact the City of Columbus Division of Fire for information, definitions and requirements for receiving a Temporary Event Permit Application (**Appendix K**).

7. Fireworks, Pyrotechnics and Flame Effects Permit (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 (**Appendix L**). For more information contact the City of Columbus Division of Fire.

V. Contracted Services

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 34-36) to find out more information about these particular services (**Refer to Section VII**). 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. Race Events are only required to remove meters from service within the street closure (**Refer to Section IV. B. 1**). Parking meters along a race course can optionally be removed, but are not required. 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 (**Appendix F**). The Traffic Management Division will provide CRPD and Event Coordinator with an approved meter form. Event Coordinator must remit payment of meter fees to CRPD 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 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 **Public Notice** signs (**Appendix H**) 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 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 Parking Traffic Management Division (Mark Dipiero – 614-645-5845) 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 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. 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 P**) 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 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.

Permit Charges

<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

<i>Monday – Friday (7:00 am – 4:00 pm)</i>	<i>\$160.00 each connection</i>
<i>Monday – Friday (4:30 pm – 7:00 am)</i>	<i>\$220.00 each connection</i>

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. EMS, Fire Prevention, Hazmat, Assessment and DART

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. The Special Event Evaluation Request Form (**Appendix J**) 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. 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 BLS services and or 911 system.

<u>CFD Special Hourly Duty Rates*:</u>	
<i>Firefighter/Paramedic</i>	\$38.85

Lieutenant	\$45.68
Captain	\$53.81
Battalion Chief	\$63.53

**NOTE: All personnel and equipment/vehicle charges are a (4) hour minimum. This includes personnel pickup/return of equipment prior to and after the event.*

CFD Equipment Hourly Rates:

CFD Medic Vehicle	\$41.50
CFD Fire Engine	\$91.00
CFD Ladder	\$140.81
CFD Rescue	\$42.00

6. Security/Crowd and Traffic Control

The Event Coordinator is responsible for providing all event security needs. All Race Events require course approval from Columbus Police. 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.**

Police Officer	\$48.00
Sergeant	\$56.50
Lieutenant	\$66.50
Commander	\$78.50
Police Vehicles	\$20.00

7. Alcoholic Beverages at Events

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 Department of Commerce for a Temporary Liquor Permit within the City of Columbus. Requests for an ordinance must include the details below and be submitted to the CRPD Office of Special Events **a minimum of 120 days prior to the event.**

- 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 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 Department of Commerce, Division of Liquor Control for processing.
- Approved Council Ordinance.
- A site map showing the event boundaries.
- A copy of the Block Party/Street Closure Permit (in the name of the non-profit organization applying for the liquor permit).

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 and Frank Fetch Memorial Park, Goodale Park, Harrison Park, Mayme Moore Park and Schiller Park if the organization possesses a permit or lease for use of the park (**See Map K**). The Event Coordinator must meet the requirements of the Ohio Department of Commerce 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 Permit 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)

Following approval, organization must agree to:

- Meet the requirements of the Ohio Department of Commerce for possessing, selling or consuming alcoholic beverages under the ORC Chapter 4303, and provide a copy of the license issued by the State at least seven days prior to the event date.
- Contain alcohol possession, sale, or consumption to the approved area by use of a temporary fence, enclosed tent or other means acceptable to the Ohio Department of Commerce and Columbus Division of Police.
- Post “no alcohol beyond this point/no carry-in alcohol” signage at all entrances/exits to the event venue.
- 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.
- Purchase all products through a licensed beverage distributor or caterer.
- Require T.I.P.S (Training for Intervention Procedures by Servers of Alcohol) for anyone responsible for managing beverage sales/service.
- End alcohol sales 30 minutes before the end of the event. Small events in the designated five parks outside of the Downtown District Parks must end by 11pm.
- Prohibit distribution of alcoholic beverages in glass containers.
- Obtain a minimum of \$1 million general liability insurance coverage which includes the City of Columbus as an additional insured.

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.

8. 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.)

9. Stage Van

The Columbus Recreation and Parks Department's Stage Line SL250 Stage Van is available for

non-departmental use within the contiguous counties surrounding Franklin County. Standard stage size is 32' wide by 24' deep. Additional 4' x 8' sections are available to extend the stage dimensions or add sound wings. Please contact CRPD Office of Special Events, 614-645-7996, for additional information and to confirm availability.

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 IV. C. 1 and 3 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 private vehicles 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 checklist on page 7**). 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.

VI. Utilizing Park Department Facilities

A. SECURING PARK FACILITIES FOR EVENT USE

1. **Advance Annual Reservations**

To allow optimum planning time, Columbus Recreation and Parks Department has an Advance Annual Reservation Policy that allows Event Coordinators of annual major events to reserve park facilities prior to the general public. This benefit is reserved for events that have been held a minimum of three consecutive years in the same city park. Contact the CRPD Office of Special Events to determine eligibility.

For events that are not eligible for an Advance Annual Reservation, event reservations may be made up to one year in advance. To begin the reservation process, contact the CRPD Office of Special Events to determine park availability and provide basic details on requested event location, proposed date and estimated number of participants.

2. **Denial of a Park Reservation**

An event organizer 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. **Riverfront Parks**

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/Promenade, West Bank Park, and McFerson Commons) and other parks determined by the Director. 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 is subject to 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.

<input type="checkbox"/>	<i>Set-up day rental</i>	<i>\$500/park/day</i>
<input type="checkbox"/>	<i>Half day park use (6 hours including set-up)</i>	<i>\$300.00</i>
<input type="checkbox"/>	<i>Full day park use</i>	<i>\$600.00</i>

a. **Bicentennial Park**

Bicentennial Park Sound System

Rental includes use of full concert audio system with FOH console, monitor console, microphones, stands, all necessary cabling, stage power distribution boxes, tails and feeder

cable and basic lighting system. A full equipment list is available upon request. Event Coordinator is responsible for the rental of any supplemental equipment not in CRPD's inventory. Additional insurance coverage required for rental of sound system. Please refer to the insurance section of this guide to review requirements (**section VI. A. 7.**).

All CRPD owned sound equipment must be installed, operated and removed by authorized technician(s) and stagehand(s). CRPD Office of Special Events will determine number of personnel required based on event coordinator's production needs. **Equipment rental is subject to availability of authorized technician(s).**

Rental of the Bicentennial Park sound system does not include a stage manager. Event Coordinator **must** provide an experienced stage manager for the duration of rental activity dates and times.

By renting Bicentennial Park sound system, Event Coordinator agrees to provide the following information to CRPD Office of Special Events no later than two weeks prior to your event. Failure to submit the requested information may impact the quality of your event's stage production.

- Performance schedule with changeover times
- Stage plots/input lists for each band/performance
- Anticipated use of loading dock
- Use of backline
- Confirmation of banner placement on or around the stage
- Requested use of stage rigging points

Access to Bicentennial Park Stage Rigging Points

Event Coordinators interested in installing custom stage lighting that requires access to rigging points must submit detailed plan, including rigging plot with total load distribution for approval a minimum of two weeks prior to event. Additional fees may be required to install custom lighting. Event Coordinator may be required to meet with CRPD prior to event to review production plan.

Access to Bicentennial Park Stage 3-Phase Power Supply

Bicentennial Park stage has a 100 amp and 400 amp 120/208 VAC, 3-phase isolated ground power supply. Power supplies may only be utilized for distribution of stage power. Access to power supplies **does not** include stage power distribution boxes, tails and feeder cable, access to lighting system or use of FOH panel. Access to power does not require sound system rental.

- Bicentennial Park Sound System rental (rental optional) \$500/day***
- Bicentennial Park Stage 3-Phase Power Supply Activation: contact CRPD Office of Special Events for a quote***

b. Genoa Park

Access to Genoa Park Amphitheatre Stage 3-Phase Power Supply

Genoa Park has a 200 amp and 400 amp 120/208 VAC, 3-phase isolated ground power supply. Power supply may only be utilized for distribution of stage power. Access to power supply **includes** stage power distribution boxes, tails and feeder cable. Access to power included with stage van rental at Genoa Park Amphitheater. (**Section V. A. 9.**).

- Genoa Park Stage 3-Phase Power Supply Activation: contact CRPD Office of Special Events for a quote***

c. North Bank Park

If your event is being held in North Bank Park, use of the plaza/building/lawn, or closure of Long

Street will require rental of the pavilion at the rate listed below. Additional hours can be rented for pavilion use.

- Monday- Thursday (4 hour minimum)** **\$125/hour**
- Friday-Sunday (6 hour minimum)** **\$225/hour**

4. 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. The following locations can be used for gated/private events on a limited basis. Genoa Park, McFerson Commons and West Bank Park may be used for gated/private events. To balance public access and private event use, no more than three gated events will be permitted at each venue in one 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.

- Set-up day rental** **\$500/park/day**
- Event day rental** **\$1200/park/day**

5. Park/Trail Reservations & Facility Rental Fees

Payment for facilities and parks must be made to secure a reservation. Reservations may be made up to one year in advance. To begin the reservation process, contact the CRPD Office of Special Events to determine availability of the proposed dates and provide basic details on the type of activity proposed, and estimated number of participants. Submitting all required documents and payment does not guarantee that you will be issued a permit. Permits will only be issued once all event details can be confirmed.

6. Regional and Neighborhood Parks

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 structures or buildings located within the park. Rental is required for event days, when event set-up is on a Saturday or Sunday, and when access to rentable facilities within the park are used or impacted. Enclosed shelter houses are rented in the following time blocks: 8:00 am - 12:00 pm, 1:00 pm – 5:00 pm, and 6:00 pm – 11:00 pm. When booking multiple blocks the hour(s) in between will be included at no additional charge.

- Enclosed Shelter House rate** **\$80/hour**
- Enclosed Shelter House non-profit rate** **\$75/hour**

- Whetstone Park** **\$1,000/day**
(No charge for wedding slots if event occurs on a city holiday)

- Goodale Park Gazebo daily rate** **\$700/day**
- Goodale Park Gazebo non-profit daily rate** **\$560/day**

7. 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 agent, must submit a copy of the ACCORD Certificate of Insurance (**Appendix B**) 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 must 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.

Additional Insurance Requirements:

- Minimum Liquor Liability limits of \$1 million CGL insurance per occurrence and a copy of the permit issued by the State of Ohio to have alcohol at the event.
- Minimum of \$2 million CGL insurance for general aggregate is required for fireworks per occurrence.
- Minimum of \$200,000 Rented/Leased Equipment Coverage is required for rental of Bicentennial Park Performing Arts Pavilion sound system and/or CRPD Stage Line SL250 Stage Van per occurrence.
- Minimum of \$1 million required for Special Activity Permits with inflatable amusements.
- All insurance coverage provisions, and limits, may be revised or increased by the City to reflect risk exposure.

8. Site Map

The Event Coordinator is responsible for submitting a site map with application for Special Event and Race Events. It should show an outline of the entire event venue including names of all streets or areas that are part of the venue and the surrounding area. Please show all components including but not limited to tents, stages, portable restrooms, amplified sound locations, vendor locations, cooking areas, inflatables, banners, barricades, fences, first-aid, dumpsters, generators, supply vehicles, and parking areas.

9. Refund Policy

Permit Fee Payment Terms

- Payment in full of the event application fee balance and park use fees are due no later than 30 calendar days prior to the permit start date. Payment submitted after the deadline is subject to expediting fees, and permit is not guaranteed.

Refund Cancellation Policy

- All cancellations must be made in writing to the CRPD Office of Special Events.
- All application fees are non-refundable and non-transferable to another event.
- Cancellations by 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 work by the City has commenced.
- All refunds will be made payable to the applicant listed on the permit.
- Refunds will take 4-6 weeks and are issued by check directly from the City Treasurer's Office.
- The City reserves the right to cancel or relocate an event (race) due to poor weather and/or turf conditions prior to or on the day of the event (race) that may cause excessive damage to city property. No rain dates will be issued. Refunds will not be granted for inclement weather.

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).

Denial or Revocation of an Event Permit

- The CRPD Office of Special Events shall deny or revoke an event permit if the application makes a false statement of material fact on the application, has not paid all fees when due, has previously damaged park property or 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.

B. SITE POLICIES FOR PARK FACILITIES

1. 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 Section IV. C. 1 and 3 to determine if you will need to complete a Festival Tent Registration Application for the Building and Zoning Services Department or a Temporary Event Permit for the Division of Fire.

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. Dollies or hand carts must be used to transport ballasts to the location of the tent (no vehicles).

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 is not available on weekends to verify the location of underground utilities and 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.

Hard Surfaces

No tent stakes may be driven into any asphalt, brick or concrete surface within a park with the exception of Franklin Park amphitheater where tent stake locations currently exist. 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.

Non-Irrigated Parks

Tents may be anchored by water ballasts (barrels), concrete ballasts, or stakes capable of anchoring the tent during high winds. Dollies or hand carts must be used to transport ballasts to the location of the tent (no vehicles). Permit holder must agree to accept responsibility for any damage/repair costs to site utilities resulting from the actions of subcontractors.

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.

2. Mobile Stages/Platforms

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 used during ingress and egress to minimize damage to park property.

3. 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 prior to the event. The Building and Zoning Services Department may also require an electrical permit and inspection if the proposed electrical assembly cannot be verified as listed and labeled by a recognized testing agency or if the electrical assembly is used within a tent.

4. Banners and Signage

Banners and signage may not be posted in, or attached to, any park structures or facilities without permission from the CRPD Office of Special Events. The CRPD Office of Special Events will work with you to determine appropriate locations to affix temporary signage and banners. In most cases, light poles are not designed for the wind resistance that is created by affixing banners and signs to them. 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.

5. 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 park 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, statute, fountain, fence or railing within any park or use any structure for purposes for which it is not intended.

6. Unique/Special Use

When the permit holder has a request to place specialized or unique equipment in a park to enhance an event, they must contact the CRPD Office of Special Events to determine if the equipment fits properly within the confines of the park facilities, whether it hinders pedestrian or vehicle traffic, determine how to safely secure the equipment and se-up and removal procedures and timeline. Examples of unique or special requests may include but not be limited to scaffolding, advertising inflatables, race event start/finish lines, outdoor movie screens, public art displays, landscaping materials, ATMs, mobile media vehicles, video screens, obstacle courses, stages, mobile marketing units, ice rinks, bleachers, hot air balloons, sport courts, holiday lighting displays, dealer vehicles, etc.

7. Incident Action Plan

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. The Division of Fire Prevention 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

8. Post-Event Site Inspection

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 includes small scraps of 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, signage event related supplies and equipment must be removed and hard-surfaces will be clear of stains from spills. 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 a public 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 will 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. Failure to remove all items at the end of permitted use will result in charges for additional rental time.

VII. 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, 614-645-3345

Block Parties and Special Activities

- 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

<http://columbus.gov/recreationandparks>

Fax: 614-645-8839

jnicholson@columbus.gov

rekeller@columbus.gov

sbpaullin@columbus.gov

hdwilliams@columbus.gov

Rental Services Section

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

Stanley Bulejski 614-645-3337

- Facility rentals

Fax: 614-645-0686

srbulejski@columbus.gov

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

- 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)

www.columbuspolice.org

Fax: 614-645-4377

mdopp@columbuspolice.org

djackson@columbuspolice.org

khuck@columbuspolice.org

cgates@columbuspolice.org

Division of Fire, Special Events Office

3675 Parsons Ave., Columbus, OH 43207

Lt. Steven L. Smith 614-221-3132x75010

- Emergency medical services for venues and special events

www.columbusfire.org

Fax: 614-645-4203

ssmith@columbus.gov

Division of Fire, Fire Prevention Bureau

3639 Parsons Ave., Columbus, OH 43207

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

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

Fax: 614-645-4245

bpfowler@columbus.gov

Division of Support Services, License Section

4252 Groves Road, Columbus, OH 43232

Jennifer Shicks 614-645-4297

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

<http://columbus.gov/publicsafety>

Fax: 614-645-8912

jshicks@columbus.gov

COLUMBUS DEPARTMENT OF FINANCE AND MANAGEMENT

Facilities Management Division

90 West Broad Street, Columbus, OH 43215

Glenn Mueller, Security Manager 614-645-0655

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

<http://columbus.gov/finance>

Fax: 614-645-7180

gwmueller@columbus.gov

COLUMBUS DEPARTMENT OF PUBLIC SERVICE

Traffic Management Division

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

Mark Dipiero

614-645-5845

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

<http://columbus.gov/publicservice>

Fax: 614-645-5697

mwdipiero@columbus.gov

Street Maintenance Operations

1881 East 25th Avenue, Columbus, OH 43219

Rodney W. Sparks

614-645-6325

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

Fax: 614-645-0202

RWSparks@columbus.gov

Right-of-Way Permit Section

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

Ric Rossetti

614-645-3039

Counter

614-645-7497

- Occupancy permits and fee collection for division services

Fax: 614-645-1876

ColsPermits@columbus.gov

Division of Refuse Collection

2100 Alum Creek Drive, Columbus, OH 43207

T.J. Black

614-645-0525/Cell: 614-774-0806

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

<http://columbus.gov/refuse>

Fax: 614-645-7296

TJBlack@columbus.gov

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 or 614-645-8145

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

<http://columbus.gov/bzs>

Fax: 614-645-0082

ngnewnham@columbus.gov

hmrife@columbus.gov

COLUMBUS PUBLIC HEALTH

Division of Environmental Health

Food Protection

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

Rob Acquista, Supervisor

614-645-6176

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

Ryan Younge, Mosquito Control Officer 614-645-6153

<http://columbus.gov/publichealth>

Licensing Program: 614-645-7005

Food Protection Program: 614-645-6197

Fax: 614-645-7155

robertacq@columbus.gov

ryounge@columbus.gov

COLUMBUS DEPARTMENT OF PUBLIC UTILITIES

Division of Power

3500 Indianola Ave., Columbus, OH 43214

David Kanning

614-645-7688

- Access to municipal electric equipment and service

<http://columbus.gov/publicutilities>

Fax: 614-645-5814

dmkanning@columbus.gov

Division of Water

910 Dublin Road, Columbus, OH 43215

Fax: 614-645-6165

Richard Irwin

614-645-3034/Cell: 614-736-4504

rairwin@columbus.gov

- 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 stormwater 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

www.ohiostatehouse.org

614-466-2125

Desmond Minnick, Special Events Managerdminnick@csrab.state.oh.us

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

CENTRAL OHIO TRANSIT AUTHORITY**COTA**

33 N. High Street, Columbus, OH 43215

www.cota.com

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

Ronnie Tyler, Transportation Services Supervisortylerri@cota.com**Sharon Smith**, Superintendent of Transportationsmithsr@cota.com**Matt Allison**, Director of Transportationallisonmb@cota.com

- Contact in regard to bus routes and street closures

OHIO DEPARTMENT OF COMMERCE**Division of Liquor Control, Permit Section**

6066 Tussing Road, Reynoldsburg, OH 43068-9005

www.com.ohio.gov/liqr

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

Judy Routsonweb.liqr@com.state.oh.us

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

VIII. Maps of Downtown Venues

The Office of Special Events maintains a selection of the City of Columbus Parks located downtown, which can be found at www.columbus.gov in the Event Planning Guide online.

- A. Scioto Greenway
- B. Bicentennial Park
- C. Scioto Mile Promenade & Prow
- D. Genoa Park
- E. West Bank Park
- F. McFerson Commons
- G. North Bank Park
- H. Goodale Park
- I. Franklin Park
- J. Wolfe Park
- K. Downtown District Map

Maps of pre-set courses for Race Events can also be found at www.columbus.gov in the Event Planning Guide online.

IX. Appendix Section

The below documents from City Departments involved with permitting events can be found at www.columbus.gov in the Event Planning Guide online.

CRPD Special Events

- A. Event Permit Application
- B. Sample Certificate of Insurance
- C. Sample Turn-by-Turn Course Description
- D. Sample Notification of Notice
- E. Sample Race in Progress Sign

Department of Public Service

- F. Parking Meter Form
- G. Sample of Emergency No Stopping Signage
- H. Sample of Public Notice Parking Restriction Signage
- I. Occupancy Permit Application

Division of Fire

- J. Special Event Evaluation Request Form
- K. Temporary Event Permit Application
- L. Fireworks, Pyrotechnics Permit Application

Building & Zoning Services

- M. Building Permit Owner Affidavit
- N. Festival Tent Registration Form

Columbus Public Health

- O. Temporary Food License Application

Division of Water

- P. Fire Hydrant Permit Application

License Section

- Q. Parade Permit Application
- R. Community Noise Permit Application
- S. Commercial Sales/Promoter License Application
- T. Commercial Sales/Promoter License Affidavit
- U. Charitable Solicitation Permit Application