

CITY OF WARREN, OHIO

2006-2007 EVENT APPLICATION



Photo courtesy of Diana Lynne Photography

CITY EVENT APPLICATION

CITY HALL

Michael J. O'Brien, Mayor

City of Warren, Ohio
391 Mahoning Avenue NW
Warren, Ohio 44483
330-841-2601

William D. Franklin, Director

Public Service & Safety
391 Mahoning Avenue NW
Warren, Ohio 44483
330-841-2603

Gregory Hicks

Law Director

David Griffing

Auditor

John Homlitas

Treasurer

CITY COUNCIL

Robert A. Marchese, President

Municipal Justice Building, 1st Floor
141 South Street SE
Warren, Ohio 44483
330-841-2549

Gary Fonce

Robert Dean, Jr.

Helen Rucker

Members at Large

Fiore Dippolito	1 st Ward
Alford Novak	2 nd Ward
M. Andrew Barkley	3 rd Ward
Robert Holmes, III	4 th Ward
Vincent Flask	5 th Ward
James Pugh	6 th Ward
Susan E. Hartman	7 th Ward

Darla K. Neugebauer

Clerk of Council

CITY EVENT APPLICATION

CITY DEPARTMENTS

Michael Keys, Director

Community Development
418 Main Avenue SW
Warren, Ohio 44481
330-841-2595

William Totten, Director

Engineering, Planning and Building
540 Laird Avenue
Warren, Ohio 44484
330-841-2562

Kenneth Nussle, Chief

Fire Department
111 South Street SE
Warren, Ohio 44484
330-841-2547

Gary Cicero, Director

Human Resources
391 Mahoning Avenue
Warren, Ohio 44483
330-841-2610

John Mandopoulos, Chief

Police Department
141 South Street SE
Warren, Ohio 44481
330-841-2536

Robert Davis, Director

Water Department
580 Laird Avenue
Warren, Ohio 44483
330-841-2710

Chris Stevenson, Manager

W. D. Packard Music Hall
1703 Mahoning Avenue NW
Warren, Ohio 44483
330.841.2619

Sal DiLiello, Manager

Data Processing
391 Mahoning Avenue
Warren, Ohio 44483
330-841-2680

Renee Cicero, Director

Environmental Services
613 Main Avenue SW
Warren, Ohio 44481
330-841-2561

Robert Pinti, Director

Health Department
418 Main Avenue SW
Warren, Ohio 44481
330-841-2612

Frank Tempesta, Director

Operations Department
521 Main Avenue SW
Warren, Ohio 44481
330-841-2640

Lisa Mazzochi, Admin Coordinator

Purchasing
391 Mahoning Avenue NW
Warren, Ohio 44483
330-841-2609

Tom Angelo, Director

Water Pollution Control
2323 Main Avenue SW
Warren, Ohio 44484
330-841-2591

CITY EVENT APPLICATION

INTRODUCTION

A permit will be issued through the office of the Director of Public Service and Safety for the use of city property by all non-profit, not-for-profit, or other organizations for community events upon receipt of this properly executed application by event organizers.

The office of the City Engineer is available to event organizers as a coordinator of city services and officials. Upon request, a coordinator from this office will be provided, as the City Engineer deems necessary, to attend pre-event meetings with the organizers to coordinate city services prior to the event. It is recommended that the applicant contact the City of Warren Engineering, Planning, and Building Department prior to commencing the execution of this application, as information and maps can be made available to assist in the expedient completion of this form.

A FINALIZATION MEETING WITH THE CITY AND THE EVENT ORGANIZERS MUST BE HELD NO LESS THAN TEN (10) WORKING DAYS PRIOR TO THE START OF ANY EVENT.

At this meeting, the completed Event Application will be presented to the City with all pertinent enclosures and fees for review and signature by appropriate city representatives and event organizers. All outstanding issues, questions, and concerns will be resolved at this meeting.

CITY EVENT APPLICATION
EVENT INFORMATION

Please list below the organization/organizer/group/individual interested in obtaining a CITY EVENT PERMIT to use city property and its associated facilities for a community event. In the case of an organization or group, please list the name of a contact person. Please confirm event dates and availability of the park or other property by contacting City Hall at 330-841-2601.

PARK OR OTHER PROPERTY TO BE USED:

EVENT: _____
SPONSOR: _____
CONTACT: _____
ADDRESS: _____
PHONE: _____ ALTERNATE PHONE: _____

PROPOSED DATE(S) OF EVENT:

START: _____
Month Day Year Time (AM/PM)

END: _____
Month Day Year Time (AM/PM)

I/WE, _____
Representative(s) of _____

Do hereby acknowledge receipt of the City of Warren Event Application. I have, on behalf of the aforementioned organization, read and fully understand and will comply with all rules, regulations and specifications as defined and/or implied herein. I understand that failure to comply with any or all conditions relative to this permit can or will be grounds for the denial of future permits to this organization by the city.

Organizational Signature _____
Date

CITY EVENT APPLICATION
APPLICATION CHECKLIST

- _____ 1. Will this event require the closing of any streets within the vicinity of the property?
YES/NO If yes, Exhibit A: Road Closing must be completed and attached hereto.
- _____ 2. Will the event require water through the city's water distribution system?
YES/NO If yes, Exhibit B: Water Service must be completed and attached hereto.
- _____ 3. Will the event require electricity through the city's electrical distribution system?
YES/NO If yes, Exhibit C: Electrical Service must be completed and attached hereto.
- _____ 4. Will foods be offered at this event? Will this event require portable restroom facilities? If yes, the appropriate section(s) of Exhibit D: Health Department Permits must be completed and attached hereto.
- _____ 5. Regardless of the type or duration of the event, the organizers will be responsible for trash pickup and cleanup around the site. Exhibit E: Sanitation Permit must be completed and attached hereto.
- _____ 6. Will alcoholic beverages or intoxicating liquors be served during the event? If yes, the appropriate permit to do so, as issued by the Ohio Department of Liquor Control, must be attached as Exhibit F: Alcoholic Beverages hereto.
- _____ 7. Will fireworks be used by the organizers at the event? If yes, Exhibit G: Fireworks Display Permit must be completed and attached hereto.
- _____ 8. Will the event last longer than one day? If yes, Exhibit H: Security must be completed and attached hereto.
- _____ 9. Will the Log Cabin need to be scheduled and rented for this event? If yes, the Log Cabin rental must be coordinated through the City of Warren Operations Department, and Exhibit I: Log Cabin Rental & Security must be completed and attached hereto.
- _____ 10. Regardless of the type or duration of the event, the organizers will be required to maintain liability insurance at all times during the event. See Exhibit J: Indemnification for details and instructions.

CITY EVENT APPLICATION

EXHIBIT A: STREET CLOSINGS

1. List below the streets you intend to close, including dates and times necessary for the closing and reopening of the street:

Street Name	from	to	Date Closed	Time (am/pm)	Date Reopened	Time (am/pm)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Use back of this sheet if additional space is needed.

2. Show proposed location of 18' wide fire lane on each street:

Street Name	from	to	Date Closed	Time (am/pm)	Date Reopened	Time (am/pm)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Use back of this sheet if additional space is needed.

If event is a parade, road race, etc., describe in detail or attach sketch showing route. The city shall close and open city streets in accordance with the event permit, using necessary barricades, signs and safety lights. All street closings require a seventy-two (72) hour public notice. All street closings and detours must be approved by the Engineering Department, Traffic Division, and Fire Department. Coordination of street closings will be performed by the City Engineer's Office.

APPROVED:

 CITY OF WARREN ENGINEERING, PLANNING AND BUILDING DEPARTMENT
 540 Laird Avenue; Warren, Ohio 44483
 330-841-2562

 CITY OF WARREN TRAFFIC DIVISION
 141 South Street SE; Warren, Ohio 44481
 330-841-2507

 CITY OF WARREN FIRE DEPARTMENT
 111 South Street SE; Warren, Ohio 44484
 330-841-2547

CITY EVENT APPLICATION
EXHIBIT B: WATER SERVICE

1. The city will provide water at no charge from the nearest fire hydrant, using a reduction adapter supplied by the city. The adapter will accommodate standard size recreational vehicle type hoses. The adapters will be installed and removed by the City of Warren Water Department during normal work hours.
2. A deposit fee, payable to the Water Department, is required. This fee is refundable after the equipment is removed from the water supply system intact. If an event organizer has an active city water account, the deposit may be waived per unit. Loss or damage will be assessed at \$50.00 per unit. Deposit waiver must be documented as indicated on this form.
3. Adapter deposit fee per unit is **\$50.00**
4. It is the sole responsibility of the event organizers to handle the distribution of water throughout the grounds with the appropriate materials supplied by the event or its participants.
5. Adapters required: _____ x \$50.00 each = \$ _____
6. Installation date & time: _____
7. Removal date & time: _____

Account Holder: _____

Address: _____

Signature of Account Holder

APPROVED:

CITY OF WARREN WATER MANAGER
540 Laird Avenue; Warren, Ohio 44483
330-841-2710

CITY EVENT APPLICATION

EXHIBIT C: ELECTRIC SERVICE

Two types of electrical distribution are available to each event: one type is provided through Ohio Edison, the other by the city. If distribution by Ohio Edison is required, a separate permit will be necessary and must be approved by Ohio Edison.

For more information, contact: OHIO EDISON COMPANY
280 North Park Avenue; Warren, Ohio 44481; 330-393-1531

If city distribution is necessary, a refundable deposit will be required (as shown below) before a permit will be issued. The city shall provide points of connection to its system and all connections thereto are to be made by a licensed electrical contractor. The city will provide the point of connection where practicable, and meter the electrical consumption used during the course of the event. Event organizers will be responsible for the payment of electricity used during the event at which time the deposit will be returned. It is understood that event organizers will be responsible for the distribution of electrical power throughout the event using proper wiring and methods meeting the Ohio State Electrical Code and the electrical code of the City of Warren. All connections and distributions will be subject to approval of the City of Warren Electrical Inspector.

<u>Duration of Event</u>	<u>Deposit Required</u>
0-12 hours	\$ 0.00
12-24 hours	\$50.00
Each 24-hour increment thereafter	\$50.00

1. NAME OF LICENSED ELECTRICAL CONTRACTOR WHO IS TO PERFORM WORK:

Name _____ Telephone _____

Address _____

2. List dates and times that electrical hookups will be performed: DEPOSIT REQUIRED:

___/___/___ :___ am/pm ___/___/___ :___ am/pm \$ _____

3. **A complete list of all event participants and their respective electrical requirements and site locations must be submitted to the event coordinator seventy-two (72) hours prior to the start of the event.** The City of Warren does not furnish electrical supplies and all questions or problems will be handled by the event coordinator.

4. All electrical disconnects **WILL** be completed correctly by the licensed event electrician within two (2) hours after the official closing time of the event. It is the responsibility of the licensed event electrician to ensure that all city electrical panels are properly secured. No exceptions will be accepted, or the deposit will not be returned.

DEPOSIT REQUIRED: \$ _____

APPROVED:

Organizational Signature

City of Warren Electrical Inspector

CITY EVENT APPLICATION

EXHIBIT D: HEALTH DEPARTMENT PERMITS

1. A food service establishment application, sample attached herein, must be completed by **EACH** vendor. The event sponsor shall forward all applications from each vendor that will participate in the event **at least ten (10) days prior** to the start of the event, in accordance with the Ohio Administrative Code, to the City of Warren Health Department. Failure to notify, include or submit applications on time will be grounds for refusal of participation of vendor(s) in said event. There will be no exceptions.

APPROVED:

CITY OF WARREN HEALTH SANITARIAN
418 Main Avenue SW; Warren, Ohio 44481
330-841-2541

2. If the event is to provide portable restroom facilities indicate:

- a. Placement location and number _____
- b. Arrival date _____
- c. Removal date _____

APPROVED:

CITY OF WARREN HEALTH SANITARIAN
418 Main Avenue SW; Warren, Ohio 44481
330-841-2541

CITY EVENT APPLICATION

EXHIBIT D: HEALTH DEPARTMENT PERMITS (CONT'D)

FOOD SERVICE APPLICATION

THIS FORM IS REQUIRED FOR EACH FOOD AND/OR BEVERAGE VENDOR PARTICIPATING IN THE EVENT

Name of event: _____

Dates of event: _____ Site location: _____

Name of concession: _____

Owner/Operator: _____

Responsible person: _____

Home address: _____ Daytime phone: _____

City: _____ State: _____ Zip code: _____

Type of unit: Mobile: _____ Stand: _____ Tent: _____

Do you have a current Mobile Food Service License? Yes: _____ No: _____

If YES, print the name of the issuing Health District: _____

Current Mobile Food Service License Number: _____

Address where the mobile unit is headquarted if different than the home address above: _____

Menu of food products sold:

PLEASE CONTINUE TO FILL OUT APPLICATION ON NEXT PAGE

CITY EVENT APPLICATION

EXHIBIT D: HEALTH DEPARTMENT PERMITS (CONT'D)

FOOD SERVICE APPLICATION

THIS FORM IS REQUIRED FOR EACH FOOD AND/OR BEVERAGE VENDOR PARTICIPATING IN THE EVENT

Where are these food products prepared? (Check all that apply)

On site: _____ Purchased prepared: _____

At a Licensed Food Service operation: _____

Name of Food Service operation preparing food: _____

Address of Food Service operation preparing food: _____

FOODS MAY NOT BE PREPARED AT HOME

Approximate number of personnel involved in the event: _____

Remarks: _____

_____ Date

_____ Concessionaire's Signature

YOU MUST MAIL THIS APPLICATION TO THE HEALTH DISTRICT AT LEAST TEN (10) DAYS PRIOR TO THE SCHEDULED EVENT. No one will have permission to sell food at any event unless prior approval of plans, and menu to be sold, is reviewed by the Health District.

If you do not have a current Ohio Mobile Food Service *Service License*, you must submit plans to the City of Warren Health District at least ten (10) days in advance of the event. If you have any questions regarding any aspect of the food service operation, please contact the Health District.

WARREN CITY HEALTH DISTRICT, DIVISION OF ENVIRONMENTAL HEALTH
418 MAIN AVENUE SW
WARREN, OHIO 44481
330-841-2688

CITY EVENT APPLICATION

EXHIBIT F: ALCOHOLIC BEVERAGES

1. Alcoholic beverages or intoxicating liquors of any type shall not be sold, distributed or donated without the proper permits to do so as issued by the Ohio Department of Liquor Control as listed hereafter and pursuant as stated in the Ohio Revised Code Section 4303.

THE OHIO DEPARTMENT OF LIQUOR CONTROL
2323 West Fifth Avenue
Columbus, Ohio 43266-0701
614-644-2360

2. Attach hereto copy(ies) of the permit(s) for liquor distribution for this event.
3. All alcoholic beverage sales and consumption will be confined to a pre-designated, fenced-in area. No alcoholic beverages will be sold, consumed or be permitted outside of the specified confines of said area.
4. Abuse of alcohol policy will be grounds for termination of said event.

Organizational Signature

CITY EVENT APPLICATION

EXHIBIT G: FIREWORKS DISPLAY

1. If fireworks are planned for this event, the following information must be noted:
 - a. No explosives shall be stored within the corporation limits prior to actual day of display.
 - b. An on-site inspection of the shooting site shall be required prior to display by an officer of the Fire Prevention Bureau.
2. The displaying company shall make application for a permit to the Fire Chief thirty (30) days prior to the display date.

Application to consist of:

- a. Copy of current state license;
 - b. Date(s) and time(s) of display(s);
 - c. Copy of insurance and bond posted with the City of Warren Law Department and approved by the Law Director (amount of bond to be set by Law Director); and
 - d. Permit Fee of **\$50.00**.
3. Attach hereto all applicable copies of approved information.

Organizational Signature

APPROVED:

CITY OF WARREN FIRE CHIEF
111 South Street SW; Warren, Ohio 44483
330-841-2547

CITY EVENT APPLICATION

EXHIBIT H: SECURITY

1. Regardless of the duration or size of the event, the presence of a Warren City Police Officer is mandatory during all hours of operation. The officer will be furnished by the event organizers, at their cost.
2. Private security will only be used during the non-operational hours and furnished by the event organizers at their expense.
3. If alcoholic beverages are to be served during the event, the presence of an additional Warren City Police Officer is mandatory. This will be done at the expense of the event organizers.
4. Scheduling of event security should be coordinated with the city event coordinator.

Organizational Signature

APPROVED:

CITY OF WARREN POLICE CHIEF
141 South Street SW; Warren, Ohio 44483
330-841-2536

CITY EVENT APPLICATION

EXHIBIT I: LOG CABIN RENTAL & SECURITY

1. The scheduling of Log Cabin rental should be coordinated by the event sponsor(s) with the City of Warren Operations Department.
2. A daily rental fee will be charged each day the cabin is in use, as well as a one-time security deposit, refundable after cabin inspection.
3. Rules and information will be provided by the City of Warren Operations Department.

Organizational Signature

APPROVED:

DIRECTOR, OPERATIONS DEPARTMENT
521 Main Avenue SW; Warren, Ohio 44481
330-841-2640

CITY EVENT APPLICATION

EXHIBIT J: IDEMNIFICATION

The organizer/licensee shall, and hereby expressly binds itself to, release, protect, defend, indemnify and save and have absolutely harmless the City of Warren (which includes the City of Warren itself and its past, present and future divisions, departments, boards, agencies, branches, officers, representatives, officials, agents, attorneys, employees, servants, and assigns) from and against all claims, damages, losses, expenses (including attorneys' fees), and description wheresoever brought against the City of Warren (or any of the aforementioned affiliates of the City of Warren) arising out of or resulting from the above event(s), provided that any such claim, damage, loss, expense, demand, suit, action or proceeding is caused by or results from, in whole or in part, any negligent or willful act or omission of the organizer/licensee or any party directly or indirectly employed by the organizer/licensee, or anyone for whose acts the organizer/licensee may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Organizer/licensee, at its sole cost and expense, and prior to commencement of the event(s), shall procure and maintain at all times during the event(s), general and public liability insurance covering liability assumed by organizer/licensee with a limit of not less than five hundred thousand dollars (\$500,000.00) for personal injury and property damage. The City of Warren shall be named as an additional insured for purposes of such insurance. The organizer/licensee shall furnish the City of Warren Director of Public Service and Safety with a certified copy of said liability insurance policy, showing the type, amount, class of operations covered, effective dates and date of expiration of policy. The policy shall also be endorsed to provide for thirty (30) days' notice to said Director of Public Service and Safety prior to termination of, or change in, the coverage provided. Furnishing of this insurance by organizer/licensee shall not limit organizer/licensee's liability, but shall be additional security therefor.

Organizational Signature

CITY EVENT APPLICATION
CONTINGENCIES

- 1. Fire Department Services \$ _____

- 2. Engineering, Planning & Building Department Services \$ _____

- 3. Operations Department Services \$ _____

- 4. Health Department Services \$ _____

- 5. Environmental Services \$ _____

- TOTAL COST OF CITY SERVICES \$ _____