William “Doug” Franklin {Mayor}

Enzo C. Cantalamessa {Director of Public Service & Safety}

Gregory Hicks {City Law Director}

Vincent S. Flask {City Auditor}

Tom Letson {City Treasurer}

MEMBERS OF COUNCIL

James Graham {President of Council}

Members at Large

Daniel J. Sferra { Helen Rucker } Eddie L. Colbert

Larry Larson (1st Ward) Alford L. Novak (2nd Ward)
John R. Brown (3rd Ward) James Bluedorn (4th Ward)
Ken MacPherson (5th Ward) Cheryl Saffold (6th Ward)
Eugene D. Mach (7th Ward)

Paul Makosky {Director} Eric Merkel {Chief} Kisha Jackson {Admin. Cord.}
Engineering, Planning & Building Police Department Purchasing Department

Michael Keys {Director} Franco Lucarelli {Director} Brian Massucci {Director}
Community Development Water Department Human Resources

Ken Nussle {Chief} Edward J. Haller {Director} Jim Black {Manager}
Fire Department Water Pollution Control Data Processing

Frank Tempesta {Superintendent} Leann O’Brien {Manager}
Operations Department Environmental Services
From The Office of

Mayor William Doug Franklin

On behalf of the City of Warren, it is with great pleasure that we thank you for hosting your event in the City of Warren.

It is our hope that you will find your event held on City of Warren property adequate and satisfactory. We are proud of our City and the Facilities that we have to offer!

I wish you truly nothing but the best in your event!

Best Wishes,

Mayor Franklin
Contact our City Events Department to verify that the date you want is available. {330} 841.2609 or email kjackson@warren.org

Pick up and complete application page and turn into the Events Office to hold your date.

You will be contacted about a City Events Meeting that you and or others from your team will need to attend on the assigned date and time. At this meeting, the completed application packet will be presented to the City Events Planners and Department meeting assignees. All pertinent enclosures and fees are reviewed and signatures obtained from department representatives and event organizers. All outstanding issues or questions will be resolved at this meeting.

Your permit will then be issued by the Administration for the use of City Property. This permit shall be granted to any charity which is recognized under the IRS code section 501 ©3 or other organizations, or individuals for community events upon receipt of this property executed application by the events organizers.
NOTES ABOUT MY MEETING

My Meeting Date is _________________________ @ ___________ am / pm

*All meetings are held at: Gibson Building, 258 East Market St.
3rd Floor Conference Room

Notes
____________________________________________________________________
____________________________________________________________________
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____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Contacts, Rental Fee’s & Information
Venue Pricing
{Updated 6/5/2018}

{All fee’s are non-refundable, however it can be transferred to another available date
{All permit costs are per event day
{In order to receive the Charity 501c3 pricing you must show proof of your certificate

<table>
<thead>
<tr>
<th>Venue Name</th>
<th>Rental Cost</th>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphitheatre {For Profit}</td>
<td>$200.00</td>
<td>Covers Permit Only</td>
</tr>
<tr>
<td>Amphitheatre {Non-Profit}</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Quinby Park Shelter House</td>
<td>$125.00 Mon-Thurs.</td>
<td>Covers Permit Only</td>
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<td></td>
<td>$175.00 Fri.-Sun.</td>
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<td></td>
<td>and Holidays</td>
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<tr>
<td>Courthouse Square &amp; Gazebo</td>
<td>$50.00</td>
<td>Covers Permit Only</td>
</tr>
<tr>
<td>City Hall Pagoda</td>
<td>$50.00</td>
<td>Covers Permit Only</td>
</tr>
<tr>
<td>Women’s Park/Garden</td>
<td>$50.00</td>
<td>Covers Permit Only</td>
</tr>
<tr>
<td>Block Parties</td>
<td>$50.00</td>
<td>Covers Permit Only</td>
</tr>
<tr>
<td>Parade</td>
<td>$50.00</td>
<td>Covers Permit &amp; One Lead Car from WPD</td>
</tr>
<tr>
<td>Street Closings *Major roads, approval by</td>
<td>$50.00</td>
<td>Covers Permit Only; if major roads other</td>
</tr>
<tr>
<td>Director of Service and Safety</td>
<td></td>
<td>fee’s may apply</td>
</tr>
<tr>
<td>Run/Walk</td>
<td>$20.00</td>
<td>Covers Permit &amp; One Lead Car from WPD</td>
</tr>
<tr>
<td>Tag Days (Fundraising for 501c3)</td>
<td>$10.00</td>
<td>Covers Permit Only</td>
</tr>
<tr>
<td>Assemble/Canvas</td>
<td>$50.00</td>
<td>Covers Permit Only</td>
</tr>
<tr>
<td>General Events (larger events at Parks, etc.)</td>
<td>$50.00</td>
<td>Covers Permit Only</td>
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</tbody>
</table>
Adjacent Facilities

For Rental of the following please contact our Operations Department

*The events team will “Not” make this contact and reservation for you. Your team must make contact and payment with Operations.

{330} 841.2640
521 Main Ave., SW
Warren, Ohio 44483
Office Hours
Monday - Friday
7:00 a.m. - 3:00 p.m.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Rental Cost</th>
<th>Important Information</th>
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</thead>
<tbody>
<tr>
<td>Packard Shelter House</td>
<td>$275.00 Fri., Sat., Sun. &amp; Holidays</td>
<td>Covers Rental Only</td>
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<td>$250.00 Mon. - Thurs.</td>
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<tr>
<td>Log Cabin</td>
<td>$175.00</td>
<td>Covers Rental Only</td>
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<tr>
<td>Perkins Park Pavilions</td>
<td>$50.00</td>
<td>Covers Rental Only</td>
</tr>
<tr>
<td>Packard Park Pavilions</td>
<td>$50.00</td>
<td>Covers Rental Only</td>
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</table>

*Rules and information will be provided by the Operations Department.
The purpose for the establishment of the Warren Community Events Packet is to enable the City to manage events while providing municipal services in an uninterrupted manner. By establishing guidelines, the City Administration is able to determine the feasibility of an event based on City Service demands. Events must be conducted within the requirements set forth by the Codified Ordinances of the City of Warren and the Event Organizers must be prepared to meet certain municipal criteria and associated costs.

**AMPHITHEATRE**

The Warren Community Amphitheatre is an open-air facility situated along the Mahoning River behind the Kinsman House on Mahoning Ave., in Warren, Ohio. The capacity of the theater is approximately 3,000 people. It is just a short walk from Courthouse Square and the downtown area. **The address is 241 Mahoning Ave., NW**

Since 2004, the Warren Community Amphitheatre has played host to a wide variety of entertainment programs throughout the summer months. In 2006, the River Walk Stage house was constructed providing backstage facilities and a stage roof over. The River Walk, Warren Community Amphitheatre, Kinsman House Grounds, City Hall located in the historic Perkins Mansion and Perkins Park, all interconnect to coordinate recreation, historic preservation, and cultural opportunities for residents and visitors.

Parking facilities at the Amphitheatre are directly behind the Kinsman House, then down the hill is a second parking lot. Across the street a parking area is provided by the First Presbyterian Church.

**SALE OF ITEMS**

No food may be sold on municipally owned property without obtaining the proper license and permit, i.e. Vendor’s License, Mobile Units, Food Service. Please call the Health Department at 330.841.2612. The City Events Coordinator and Assistant Coordinator will take the count for proper billing.

**ALCOHOLIC BEVERAGES**

All alcoholic beverages are prohibited in the Warren Community Amphitheatre, Square & Kinsman Grounds and shall not be sold, distributed or donated without the proper permits to do so issued by the Ohio Department of Liquor Control, 614.644.2360, and pursuant to the Ohio Revised Code Section 4303.

**INSURANCE**

The sponsoring organization must provide an insurance policy for personal and property damage if utilizing any city owned venue’s, city owned equipment, or for any other damage (s) that may occur. The indemnification agreement for the liability insurance shall be in the amount of one million dollars ($1,000,000.00), naming the City of Warren as an additional insured entity and have provisions holding the City harmless from all civil liability associated with the event.
Information To Help You

(Please read information has been updated 09/2018)

COSTS
All costs incurred for the event at any city property will be at the expense of the sponsoring organization and/or individual. You will receive your total bill no later than sixty (60) days after your event(s) have ended.

SOUND SYSTEM, ALL PRODUCTION EQUIPMENT AND BACKSTAGE FACILITIES
There must be a City of Warren employee present when the sound system, storage room, or other back room facilities are being utilized. The sponsoring organization will be responsible for all associated cost.

SECURITY
The sponsoring organization/individual is responsible for providing security at all Warren City Venue’s when an event is being held. Warren City Police are required at all City events, how many will be determined by the captain at the City events meeting.

STREET CLOSINGS
It may be necessary for the City of Warren to close and open certain City streets, or provide barricades, sign, and/or safety lights for certain events at Warren City Venues. This will be determined by the City’s authorized representative and a seventy-two (72) hour public notice is required. This notice will be given by the City Event Coordinator.

WATER SERVICE
A $100.00 charge per 24 hour day is required.

ENVIRONMENTAL SERVICES
The environmental services Department will provide trash receptacles and removal at the Warren City Venue events.

FIREWORKS
If fireworks are planned for any event being held at Warren City Venues the display company shall make application for a permit to the City of Warren’s Fire Chief in accordance with City of Warren Codified Ordinances. A $50.00 non-refundable fee is due at the time of application. Final approval is given the Director of Safety and Service.
NEW Rules Enforced for 2019
*Make sure you read

1. There is NO PARKING on grass at Courthouse Square! You may use the two side walk drive-ups and drop off and park on the street or parking deck. Trailers only may be left on grass. If you are found parking on the grass you will be fined $100.00 per vehicle, per day! This includes festivals, parties, etc.

   *Sidewalk drive-ups are on Market St. and High St. (see event team for questions)

2. There is a $10.00 fee per non-food vendor that is charged. This count will be taken by the City Events Coordinator.

3. There will be a $100.00 minimum clean-up charge for any venue’s left with garbage, destruction to property, etc.

4. A fully completed event packet and certificate of indemnification insurance must be received by the events office in order for your permit to be processed. The submission of documents do not guarantee the city granting a permit.
NEW Rules Enforced for 2019
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4. A fully completed event packet and certificate of indemnification insurance must be received by the events office in order for your permit to be processed. The submission of documents do not guarantee the city granting a permit.

I have read the above information and have received a copy for my records and agree to follow the rules set forth by the City.

____________________________________________________  ______________________
(Contact 1) (Date)

____________________________________________________  ______________________
(Contact 1) (Date)

____________________________________________________  ______________________
(City Events Coordinator) (Date)
# EVENT CONTACTS FOR CITY DEPARTMENTS

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>NAME</th>
<th>PHONE #</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Coordinator</td>
<td>Kisha Jackson</td>
<td>330.841.2609</td>
<td><a href="mailto:kjackson@warren.org">kjackson@warren.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>330.647.5034 cell</td>
<td></td>
</tr>
<tr>
<td>Assistant Event Coordinator</td>
<td>Preston May</td>
<td>330.727.6044</td>
<td><a href="mailto:maintenance@warren.org">maintenance@warren.org</a></td>
</tr>
<tr>
<td>Event Team/WPC</td>
<td>Cherie Celedonia</td>
<td>330.841.2584</td>
<td><a href="mailto:ccedledonia@warren.org">ccedledonia@warren.org</a></td>
</tr>
<tr>
<td>City Events Phone</td>
<td>Assigned Worker</td>
<td>330.717.4125</td>
<td>Only Works on the Day of Event</td>
</tr>
<tr>
<td>Operations</td>
<td>Rose Nelson</td>
<td>330.841.2641</td>
<td><a href="mailto:rneslon@warren.org">rneslon@warren.org</a></td>
</tr>
<tr>
<td>Police Department</td>
<td>Captain Rob Massucci</td>
<td>330.841.2630</td>
<td><a href="mailto:rmassucci@warren.org">rmassucci@warren.org</a></td>
</tr>
<tr>
<td>Environmental Services</td>
<td>Leann O’Brien</td>
<td>330.841.2632</td>
<td><a href="mailto:lobrien@warren.org">lobrien@warren.org</a></td>
</tr>
<tr>
<td>Water Department</td>
<td>Pat Calvey</td>
<td>330.841.2702</td>
<td><a href="mailto:pcalvey@warren.org">pcalvey@warren.org</a></td>
</tr>
<tr>
<td>Engineering Department</td>
<td>Paul Makosky</td>
<td>330.841.2562</td>
<td><a href="mailto:pmakosky@warren.org">pmakosky@warren.org</a></td>
</tr>
<tr>
<td>Fire Department</td>
<td>Chief Ken Nussle</td>
<td>330.841.2541</td>
<td><a href="mailto:knussle@warren.org">knussle@warren.org</a></td>
</tr>
<tr>
<td>Health Department</td>
<td>Mark Roberts</td>
<td>330.841.2611</td>
<td><a href="mailto:mroberts@warren.org">mroberts@warren.org</a></td>
</tr>
</tbody>
</table>

*All initial blocking of dates, planning, etc. should be made to Kisha Jackson, Events Coordinator prior to contacting any of the departments listed above. These numbers are listed as a courtesy to use normally after your events planning meeting with City Department representatives.*
Applications and Forms

EVENTS
SPECIAL EVENTS APPLICATION
CITY OF WARREN, OHIO

**Property Requested** (Circle One)

- Amphitheatre
- Courthouse Square
- Women’s Garden
- Kinsman House Grounds
- Volleyball Courts (Perkins)
- General Park
- Quinby Shelter
- Other__________________

**EVENT INFORMATION**

Name of Event _________________________________________________________________

__ Festival __ Concert __ Parade __ Marathon __ Political Rally __ Opening/Announcement __ Other

Expected Attendance ____________

Start Date _____________________
End Date _________________
*Please list dates in-between on second page provided

Start Time (Daily) _______________ am / pm
End Time (Daily) ________________ am / pm

Set-up Start Date ________________ Tear End Date _________________

**EVENT PLANNER/SPONSOR INFORMATION**

Organization/Sponsor of Event ________________________________________________________________

Contact #1 ____________________________________________________ Phone # ________________________

Email ______________________________________________ @ ____________________________________

Address ___________________________________________________________________________________

City _____________________________ State _________________ Zip _____________________

Contact #2 ____________________________________________________ Phone # ________________________

Email ______________________________________________ @ ____________________________________

I/WE:

Do hereby acknowledge receipt of the Warren Events Application. I have, on behalf of the aforementioned or-
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.

**This page MUST be turned in to the City of Warren Events Coordinator to Hold Your Date!!**

Contact One Signature Date Contact Two Signature Date

City Events Coordinator Date
{IN-BETWEEN DATES REQUESTED}

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
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</tbody>
</table>

{COPYRIGHT INFRINGEMENT}

Any user, promoter, or permit holder utilizing the facilities, property or grounds of the City of Warren will as-sume all costs arising out of or from the use of patented, trademarked, franchised, or copyrighted music, mate-rials, devices, processes or dramatic rights used on or incorporated into any event. The user, promoter, permit holder shall insure that all licensing fees and ancillary costs are paid to the appro-priate entity. Users, promot-ers, permit holders, and the like agree to indemnify, defend and hold the City of Warren, Ohio, harmless from any and all claims or costs including legal fees that may arise out of or from copyright infringement claims and/or lawsuits.

________Sponsor/Organization Initial             ____________Date
Why do I need an Operations Employee at my Event?

Our Operations Department employee must be present at your event if you need in a building, have electrical hook-up, road closings, use of sound system at the amphitheater and for many other areas.

Once your event is set-up and going our employee is “Not” required to sit at your event. If something comes up while your event is going on that requires his assistance please make sure you keep the City Events number o hand that is listed in the beginning of this book.

Cost can be up to $45.00 an hour minimum, with four hour minimum, per worker.

__________________________________________  ______________________
{Organization/Sponsor Signature}               {Date}

__________________________________________  ______________________
{Operations Representative Signature}          {Date}

__________________________________________  ______________________
{City Events Coordinator Signature}            {Date}
Regardless of the duration or size of the event, the presence of a Warren City Police Officer is mandatory during the hours of operation, unless otherwise waived by the representative at the meeting, Director of Service and Safety or Mayor. The officer will be furnished by the event organizers, at their cost.

Private security will only be used during the non-operational hours and furnished by the event organizers at their expense.

If alcoholic beverages are to be served during this event, the presence of an additional Warren City Police Officer is mandatory. This will be done at the expense of the event organizers.

Scheduling of event security should be coordinated with the City Event Coordinator.

The cost for a Warren City Police Officer is $30.00 an hour with a minimum of four hours. Police are to be paid at a minimum of two (2) weeks prior to the event. All payments must be paid in cash or money order. If payment is “Not” received within the time allotted your event is subject to cancellation. Please contact Captain Rob Massucci for payment arrangements at 330.841.2630.

Total number of Warren City Police Officers at an event is subject to the Chief of Warren City Police or those assigned to the events meeting discretion.

_________________________________________  __________________
{Organization/Sponsor Signature}                {Date}

_________________________________________  __________________
{Police Representative Signature}               {Date}

_________________________________________  __________________
{City Events Coordinator Signature}             {Date}
Alcoholic Beverage 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 AVE.
COLUMBUS, OHIO 43266-0701
(614) 644.2360

All alcoholic beverage sales and consumption will be confined to a predetermined fenced in area. No alcoholic beverages will be sold, consumed or be permitted outside of the specified confines of said area.

Abuse of alcohol policy will be grounds for termination of event.

A copy of the license from the State MUST BE RECEIVED in the events coordinators office no later than week prior to the event. If the copy is not received no alcoholic beverages will be permitted at the aforementioned event.

{Organization/Sponsor Signature} {Date}

{Police Representative Signature} {Date}

{City Events Coordinator Signature} {Date}
**{PARADE AND RUN/WALK}**

**Type of Request**
Parade  Run/Walk  Bike Ride
(Circle one)

**EVENT INFORMATION**

Name of Event ____________________________________________________________________________

Approximate Attendance/Number of Units ______ Date of Event ________________________________

Set-up/Line-up Time _______________ a.m.  Start/Step-off Time _______________ a.m.

Event Tear Down End Time ________________ (Run/Walk Only)

**ROUTE INFORMATION**

<table>
<thead>
<tr>
<th>MAIN STREET NAME</th>
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**EVENT SPONSOR/HOST INFORMATION**

Organization/Sponsors ________________________________________________________________________

Contact #1 __________________________________________ Phone # _____________________________

Contact #2 __________________________________________ Phone # _____________________________

Mailing Address ____________________________________________________________________________

City __________________________________ State __________________ Zip ____________________________

____________________________________________________  ________________________________
Signature of Contact #1  Date

____________________________________________________  ________________________________
Signature of Contact #2  Date

________________________________________  ______________________________________
Police Representative Signature  City Events Coordinator Signature
By signing this application I agree 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. A permit will be issued by this office for the use of Warren City Venue (exact venue stated above) to hold said event; upon receipt of rental fee and approval of this application by the City Events Coordinator and/or Director of Service-Safety. Additional charges may apply depending upon the event. The permit fee for this venue is (see attached); without vendor fees. Failure to pay any or all fee’s is grounds to deny future event permits. Permits are not transferable and may be revoked for misconduct, false representation or fraud. Please make sure all checks are payable to the City of Warren.

Applicant further agrees to hold harmless the City of Warren it’s employee’s, officials, and assigns from claim for damage which arise for any reason of the issuance of this permit.

Initial Contact #1 ________ Date __________

Initial Contact #2 ________ Date __________

City Events Coordinator Initial __________ Date __________
{STREET CLOSING/BLOCK PARTY}

Type of Request
Street Closing
Block Party

(Circle one) *Applicants MUST live on the street that the block party is being held

EVENT INFORMATION

Name of Event __________________________________________________________________________

Block Parties
Date ____________________ Start Time ____________ am / pm * End Time ________________ am / pm

Street Closing
Date of Closer ________________ Time of Closer ________________ am / pm
Date of Opening ________________ Time of Opening ________________ am / pm

*If you completed the main application form you do not need to complete the bottom portion of this page!

EVENT SPONSOR/HOST INFORMATION

Organization/Sponsors ______________________________________________________________________

Contact #1 ______________________________________________ Phone # _____________________________

Contact #2 ______________________________________________ Phone # _____________________________

Mailing Address _______________________________________________________________________________

City __________________________________ State _________________ Zip __________________

_____________________________________________________. ________________
Signature of Contact #1 Date

_____________________________________________________. ________________
Signature of Contact #2 Date

________________________________________
Police Representative Signature

________________________________________
City Events Coordinator Signature
A block party application must be obtained from City Hall and be on file at least 10 days before the date of the gathering. It is recommended that an application be requested as early as possible. Call 330.841.2609 for application information.

One person must be appointed to assume responsibility and act as chairperson for the block party. This person’s name and phone number as representative will be on file at City Hall and act as the only contact person.

Make sure that everyone on the block is invited to attend. It is best that at least 75% of the residents are willing to participate in the block party. Those who do not wish to be involved in the gathering should be kept informed of the scheduling of street closing times, etc.

Beer and intoxicating liquor is “NOT” permitted on public property.

The permit allows the closing of the street to authorized time given on written permit. The City will deliver barricades to the home of the authorized representative on Friday and pick them up from the same location (on the tree lawn) on the following Monday. Special arrangements can be made for parties during a holiday.

Police, Fire and EMS are notified of the street closings. If an emergency vehicle is needed during the party, barricades “Must” be removed from both ends of the block.

Barricades “MUST BE” removed from the street at said time on the permit. This rule must be enforced to protect residents; any activity on the street after dark poses a safety hazard.

No music after 10:00 PM ! ! !

It is a good idea to put out waste containers and recycling containers for pop cans and bottles near all eating areas. All debris must be cleared from the street and front yards when the party is over. Individuals should put the trash out on their regular collection day. If you are in need of extra containers please let it be known at the time of application.

Don’t forget to assign a clean-up committee, get a good night’s sleep the night before the party and most of all HAVE FUN!!!!

THIS PORTION MUST BE KEPT ON FILE WITH PERMIT APPLICATION

NEIGHBORS SIGNATURES

By signing below, I am aware of the block party and I’m OK with them proceeding with this event.

<table>
<thead>
<tr>
<th>NAME Homeowner or Lessee</th>
<th>ADDRESS Number Only</th>
<th>Telephone Number</th>
<th>Initials</th>
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A food service application must be obtained by EACH vendor. Each food vendor that will participate in the event must make an appointment with the Health Department if they need a food temporary license, this must be done a minimum of 10 days prior to the event, in accordance with the Ohio Administrative Code, to the City 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.

To get your temporary license you must call and make an appointment a minimum of four days prior to your event. Applications are only taken Monday through Friday 7:30 am till 9:00 am, by appointment only!

CITY HEALTH SANITARIAN
258 E. MARKET ST
WARREN, OH 44481
330.841.2595

{Portable Restroom Facilities}

Are you providing portable restroom facilities for your event YES / NO

Placement location ____________________________________________________________

Number of portable restrooms being delivered_______________________

Arrival Date______________________ Removal Date_______________________

*Portable restrooms must be removed from City Property within 24 hours of the end date and time of the event. If not the event sponsors/organization will be fined $50.00 per day they are left on City Property.

By signing this I understand the above statement and agree to comply.

Organizational Signature __________________________ Date _________

Health Department Rep. ___________________________ Date _________

City Events Cord. _________________________________ Date _________
A temporary food service operation is one that is operated at an event such as a festival for no more
than five consecutive days. You must be in compliance with the following Ohio Administrative
Laws pertaining to a temporary food service license prior to setting up a food stand at any event.

1. Submit an application for approval to the Warren City Health District a minimum of THREE (3) DAYS
PRIOR to the event. Licenses must be purchased by Wednesday of the week of the event.
2. Provide a menu of foods to be prepared and serviced. Foods can only be prepared on site or at a licensed
kitchen. Foods may not be prepared at home.
3. Each refrigerated unit must have a thermometer to ensure that foods are maintained cold at 41 F or less.
You may substitute an ice chest if electric not available.
4. Provide a metal stem thin probe thermometer (Comark PDT 300) with a range of 0 F to 240 F or higher
to ensure that all foods are cooked to the correct temperature (Vegetables 135 F, Seafood 145 F, Beef and
Pork 155 F, Poultry 165 F) and maintained hot at a minimum temperature of 135 F
5. Provide two containers for hand washing. Soapy water in one container and clear rinse water in the other. All wastewater must be emptied in the sanitary sewer.
6. Provide three (3) containers to wash, rinse and sanitize utensils, etc.
7. All foods and items used in the food service operation must be stored a minimum of six inches (6”) above
the floor or ground.
8. Provide test papers to measure the amount of chemical sanitizer. Chlorine in acceptable at a concentra-
tion of 50 to 200 parts per million (one teaspoon per gallon of water).
9. Provide a container with water and sanitizer for wiping tables, counters, and all food contact surfaces.
10. All waste receptacles must have plastic liners and lids.
11. Food employees must wear a hair restraint such as a hair net or a hat when working with exposed food.
Ponytails, braided hair, and bangs must be tucked under the hat.
12. When handling ready-to-eat foods all food employees must wear food grade gloves. Examples of ready-
to-eat foods would be any food that does not require further cooking such as rolls, hot dog and ham-
burger buns, onions tomatoes, etc.
13. Any person working with food shall not wear jewelry on their hands, wrists or arms. No rings with
mounted stones, watches, or bracelets. A plain wedding band a a medical alert bracelet are acceptable.
14. All wastewater shall be directed by a hose or emptied directly into the sanitary sewer.
15. A person in charge must be present during all hours of operation. This person must demonstrate
knowledge of safe food practices.
The Environmental Services Department will provide trash removal if so desired by the event committee of any event being held within the corporate structure of Warren City. All fees and the explanation of fees, times, dates and scheduled pick-ups will be explained at the event meeting.

Event site maintenance and cleanup is the sole responsibility of the event leadership. All trash, garbage, refuse, etc. should be deposited in appropriate containers and placed in the dumpster for pickup. Waste grease and/or cooking oil must be disposed of in separate containers supplied by the event organizers. Cooking grease and/or oil can not be disposed of in the City Environmental Services Dumpsters or in the City Sewer System.

The final bill will be determined once the event is complete and sent in your final billing invoice. If you get twelve (12) toters or less you will be charged a flat fee of $50.00.

Total Dumpsters Requested

Total Toters Requested

If the event has other arrangements for refuse service, please indicate arrangements here:

Name of Company

Contact

Address

City State Zip

Phone # Ext.

Sponsor/Organization

Signature Date

Environmental Serv. Representative

Date

Event Coordinator

Date
• The City will provide water from the nearest fire hydrant, using a reduction adapter supplied by the city. The adapter supplied by the city. The adapter will accommodate standard size recreation vehicle type hoses. The adapters will be installed and removed by the City Water Department during normal work hours.

• It is the sole responsibility of the event organizers for the distribution of water throughout the grounds with the appropriate materials supplied by the event or its participants.

• **A flat fee of $100.00 per day of your event will be charged.**

  Installation Date ___________________________   Time __________________ am / pm

  Removal Date ____________________________   Time __________________ am / pm

Sponsor/Organization
Signature  ________________________________   Date  _______________

Water Dept. 
Representative
_____________________________   Date  _______________

_____ Waived (Water Representative Initials)

Event Coordinator  _______________________________   Date  _______________
The event organizers will be responsible for the payment of electricity used during their event. This billing will come with your final bill. It is understood that the 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 electrical code of the City of Warren. All connections and distributions will be subject to approval of the City’s Electrical Inspector.

All electrical disconnects WILL be completed correctly by the licensed event electrician with 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!!

The City will provide electric connection, the charges will be as follows:

$75.00 Per 24 Hour Day Rental

Licensed Electrical Contractor Information

Name _________________________________________________  Phone # _____________________________

Address _____________________________________________________________________________________

City ___________________________________________  Zip _____________________________

Date and times of electrical hookups will be performed

_____ / _____ / _____  __________ am / pm  _____ / _____ / _____  __________ am / pm

_____ / _____ / _____  __________ am / pm  _____ / _____ / _____  __________ am / pm

Sponsor/Organization
Signature  ________________________________  Date  ______________

City Electrical Representative
Signature  ________________________________  Date  ______________

Event Coordinator  ________________________________  Date  ______________
CITY OF WARREN, OHIO

REQUIREMENTS FOR PUBLIC TENTS

☐ Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

EXCEPTIONS:

1. Tents used exclusively for recreational camping purposes
2. Tents open on all sides which comply with all of the following:
   2.1 Individual tents having a maximum size of 700 square feet
   2.2 The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
   2.3 A minimum clearance of 12 feet to all structures and other tents.

OHIO FIRE CODE SECTION 2403.2 AND 2403.4

☐ Use period for temporary tents or membrane structures shall not be erected for a period of more than 180 days within a 12 month period on a single premises.

OHIO FIRE CODE SECTION 2403.5

☐ A copy of the flame resistant label must be submitted to the fire official.

OHIO FIRE CODE SECTION 2404.3 (DO NOT REMOVE TENT LABELS)

☐ A drawing, showing all aisles, exits, extinguisher placement, and general contents, must be submitted to the fire official.

OHIO FIRE CODE SECTION 2403.6

☐ A minimum of (2) separate exits at least 36 inches in width must be maintained at any time the occupant load exceeds (9). The travel distance from any point in the tent to an exit may not exceed 100 feet. If greater than 100 foot travel distance, additional exits will be necessary.

OHIO FIRE CODE SECTION 2403.12.1

EXIT SIGNS

☐ Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

OHIO FIRE CODE SECTION 2403.12.6

EXIT SIGN ILLUMINATION

☐ Exit signs shall be either listed and labeled in accordance with UL 924 as listed in rule 1301:7-7-47 of the Administrative Code as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaires.

OHIO FIRE CODE SECTION 2403.12.7

• All aisles must maintain at least 44 inches in width
**OHIO FIRE CODE SECTION 2403.12.5**

☐ No open flames may be used inside tent our outside within 20 feet

**OHIO FIRE CODE SECTION 2404.7**

☐ The area surrounding the tent must be clear of all combustibles, flammables, and vegetation to a distance of 30 feet.

**OHIO FIRE CODE SECTION 2405.5 AND 2404.21**

☐ A minimum of one fire extinguisher with at least (two) 2—A: 10-B:C rating must be properly mounted in an accessible location. All extinguishers are required to be serviced and tagged annually.

**OHIO FIRE CODE SECTION 2404.12**

☐ No smoking is permitted in or within 20 feet of the tent at anytime. (Post “NO SMOKING” signs inside and outside the tent)

**OHIO FIRE CODE SECTION 2404.6**

☐ Separation of generators shall be a minimum of 20 feet from tents or membrane structures and isolated from contract by fencing, enclosure or other approved means.

**OHIO FIRE CODE SECTION 2404.19**

☐ The above is a partial listing of the tent requirements listed in Ohio Fire Code. Additional information can be obtained from the Fire Code Official upon request.
{Fireworks Application}  
City of Warren, Ohio

Event Specific Information

Name of Event _____________________________________________________________________________

Date of Fireworks Display _____________ Start Time _______________ am / pm

Location of Fireworks Set-Off ________________________________________________________________

Host of Fireworks ___________________________________________________________________________

Fireworks Company ________________________________________________________________________

Contact ________________________________ Phone # ______________________________

Address __________________________________________________________________________________
City __________________________ State _____________ Zip _____________________

• Fireworks that are planned for this event, the following information must be noted:
  * No explosives shall be stored within the corporation limits prior to the actual day of
    The display
  * An on-site inspection of the shooting site shall be required prior to display by an officer of
    the Fire Prevention Bureau
• The display company shall complete this application for a permit to be issued. All forms must be turned
  in thirty (30) days prior to the display date.
  * Application to consist of: Copy of current state license, copy of City Fireworks application
    (this form)
  * A permit fee of $50.00, made payable to the City of Warren

Sponsor/Organization Rep. _____________________________________________ Date ______________

Fire Department Rep. __________________________________________________ Date ______________

City Event Coordinator _________________________________________________ Date ______________

Director of Service and Safety ___________________________________________ Date ______________
A. BOOTHS, TRAILERS AND CONCESSION SITES
1. Vendors will be available for Fire Safety Inspection between 3 pm—5 pm on opening day of event.
2. Electrical inspections will be completed by the City Electrical Inspector.
3. Mobile concession units (self-contained, pull-behind) must have an approved ground rod with approved wire and approved connectors. Wire wrapped around a ground rod is not acceptable.
4. All electrical equipment and/or appliances used in any booth, trailer, display, etc., must be Underwriters Laboratories (UL) listed.
5. Propane Requirements:
   A. Generally, a maximum of 200 lbs. of propane will be permitted per site. Higher volumes may be considered but must be approved in advance by the Fire Chief.
   B. Tanks must be securely and properly fastened (no bungee cords or rubber straps) and protected from damage.
   C. All tanks must have current hydrostatic testing status clearly visible. All connectors and hardware must be properly routed and in good condition.
   D. The refilling or transfer of product to or from propane tanks is strictly prohibited on-site and may only be done at licensed facility.
6. Fire extinguisher requirements:
   A. Each site must have at least one ABC Fire extinguisher, unless fryers are present.
   B. Where fryers are present, a K-Guard extinguisher is required in place of the ABC extinguisher.
   C. Fire extinguishers must be current in their certification. Extinguishers that have been partially discharged are not acceptable. When possible, fine extinguishers should be permanently mounted.
7. Tents, canopies and air-supported structures:
   A. Any tent, canopy, or air-supported structure in use shall be constructed of flame-resistive materials or materials treated to render the item flame-resistive. Vendor must show a certificate of flame resistance (a tag or documentation from a recognized independent testing agency or national fire safety organization) for any such structure before it may be used.
   B. Free-standing portable fryers, portable grills, or any other heat-producing devices that are to be used within such approved structures must still maintain safe clearance from roof and walls as determined by the Fire Safety Inspector.
   C. Any approved tent or awning in which cooking will take place shall have two sides open to allow for emergency exit and ventilation.
8. No equipment shall be attached directly to any fire hydrant other than the water tap supplied and authorized by the City of Warren Water Department
9. Each vendor shall have approved containers for waste and must provide the care necessary to present a neat and orderly appearance to prevent possible fire and safety hazards.

B. CAMPFIRES, BONFIRES AND OPEN BURNING
1. Pursuant to the City of Warren Fire Code, no open burning is permitted within the city without a permit from the Fire chief.

C. FIRE LANES
1. The minimum width for fire lanes shall be no less than eighteen (18) feet, unless otherwise specified by the Fire Chief or his delegate.
{INDEMNIFICATION}

The organizer/licensee shall, and hereby expressly binds itself to, release, protect, defend, indemnify and save and have absolutely harmless the City of Warren (including the City of War-ren itself and its past, present and future divisions, departments, boards, agencies, branches, officers, representatives, officials, agents, attorneys, employees, servants, and assigns) against all claims, damages, losses, expenses (including attorney’s fees), and description whosesoever brought against the City of Warren (or any of the aforementioned affiliates of the City of War-ren) arising out of or resulting from the 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 party 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 all City Facilities except for the Amphitheatre which is One Million Dollars ($1,000,000.00) for personal injury and property damage. The City of Warren shall be named as an additional insured for purposes of such insurance.** Organizer/licensee shall furnish the City’s 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, change in, the coverage provided. Furnishing of this insurance by organizer/licensee shall not limit organizer/licensee’s liability, but shall be additional security therefore.

Insurance Company Name_______________________________________________________________

Agent________________________________________ Phone #______________________________

Fax#_________________________________________ Email__________________________________

Sponsor/Organization Signature_________________________________________ Date____________

Insurance Received__________________________________
**CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE INSURING COMPANY, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.

**PRODUCER:**
Thompson Insurance Group, LLC.
284 Tibbaut-Hick Rd
Cincinnati, OH 45215
Phone: (513) 533-4533
Fax: (513) 533-4534
Email: jeffconley@thompsonagency.com

**INSURED:**
Wagner, Philadelphia Insurance Companies

**CERTIFICATE IDENTIFIER (CDE):**
547-17

**REVISION NUMBER:**

**COVERAGE:**
- **1.1 EXCESS LIABILITY**
- **1.2 AUTO LIABILITY**
- **1.3 UMBRELLA LIABILITY**
- **1.4 BUSINESS OWNERS POLICY**
- **1.5 INDEMNITY INSURANCE**

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**DESCRIPTION OF OPERATIONS/LOCATIONS (ACORD 85):**

Certificate holder is included as an additional insured in accordance with the terms and conditions of the general liability policy.

**CANCELLATION**

City of Warren
391 Mahoning Ave., NW
Warren, OH 44483

**CERTIFICATE HOLDER**

**AUTHORIZED REPRESENTATIVE**

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ACORD 28 (9014801)
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