



SPECIAL EVENT APPLICATION

Any Individual or organization that intends to organize a Special Event in the City of North Ridgeville must submit a completed Special Event Application a minimum of **60 Days prior to the event**, but no more than 6 months prior to the event.

Completed applications and required documents can be emailed to:

hbarkhurst@nridgeville.org

Or Mail/Delivered to:

North Ridgeville Parks and Recreation
Attn: Hannah Barkhurst, Program Supervisor
7307 Avon Belden Rd.
North Ridgeville, Ohio 44039

SECTION I: EVENT APPLICANT INFORMATION

Contact Name: _____

Organization: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

SECTION II: EVENT INFORMATION

Name of Event: _____

Purpose of the Event:

Event Date: _____

Set-up Start Time: _____ Event Start Time: _____

Event End Time: _____ Clean-Up End Time: _____

Park Requested: _____

**All locations are subject to approval.*

SITE PLAN

A diagram/site plan of the event must be submitted with this application. Identify the location of all event infrastructure elements on the site plan including but not limited to:

- A diagram of the entire event venue, including all street names, areas that are part of the venue and the surrounding area.
- Street, sidewalk, and/or bike path closures
- Parking, accessible parking, drop-off and shuttle locations.
- Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- 20-foot (minimum) emergency access lanes on public/private streets throughout the event venue.
- Location of first aid facilities and/or ambulances.
- Location of all stages, platforms, entertainment areas, scaffolding, bleachers, grandstands, canopies, tents, inflatables, mechanical rides, games, animals, demonstrations, children's areas, portable toilets, booths, cooking areas, trash containers and dumpsters, and other temporary structures.
- Detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Other operational event components not listed above.

Diagram/Site Plan

EVENT COMPONENTS

(Please check all components that you are planning on having on location during the event)

- _____ Food/Refreshments _____ Access to power _____ Inflatables
- _____ DJ/Live Music _____ Additional trash receptacles _____ Fireworks
- _____ Banners _____ Tents _____ None
- _____ Signs/Placards _____ Stage

Event Component Details: Please provide all necessary information regarding the above event component details.

Additional Permit Steps

“Special Events” that do not require the use of City services largely will not be subject to fees. However, several components will require an additional permit

Tents – Tents larger than 10 x 10 will require additional permit from the North Ridgeville Building & Fire Department.

Banners – Banners and signs may be displayed only the week of the event and must be removed at the end of the event. No exceptions.

Food Trucks- Any food truck must have a Mobile Food Vendor Permit. The mobile food vendor application can be found at www.nridgeville.org > Departments > Fire. Permit is free.

LIABILITY INSURANCE

Proof of general liability insurance is required for special events and must be received by the City of North Ridgeville prior to approval of a Special Event Permit. Please see the following requirements:

- Evidence of General Liability Insurance Coverage is required in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. The following must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:
- **List as the Certificate Holder:**
City of North Ridgeville, 7307 Avon Belden Road North Ridgeville, OH 44039

I, the undersigned, understand that by signing this agreement I am the person responsible for any and all situations that may arise during said event. Applicant agrees to hold harmless and indemnify the City of North Ridgeville for any and all claims resulting from the event.

Signature: _____ Date: _____

SECTION III: COMPLETED BY CITY OF NORTH RIDGEVILLE

Event Application Approved: YES: _____ NO: _____

Signature: _____ Date: _____
Mayor: Kevin Corcoran

Signature: _____ Date: _____
Parks & Recreation Director: Kevin Fougousse