

Special Event Permit Application

NORTH RIDGEVILLE PARKS & RECREATION



GENERAL INFORMATION

Any individual or organization that intends to host a special event at a City of North Ridgeville park or other public property must first obtain a Special Event Permit. Submit the completed Special Event Permit Application a **minimum of 60 days prior to the event**, but no more than 6 months prior to the event. Permits are subject to park availability and city approval. Completed applications and required documents can be emailed to hbarkhurst@nridgeville.org or mailed/delivered to:

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

APPLICANT INFORMATION

Contact name

Organization

Contact phone

Contact email

Contact address

City, state, zip

EVENT INFORMATION

Event name

Park requested

Event date

Set up start time

Event start time

Event end time

Clean up end time

Event purpose. Please provide detailed information regarding the purpose and format of the event.

EVENT COMPONENTS (check all that apply)

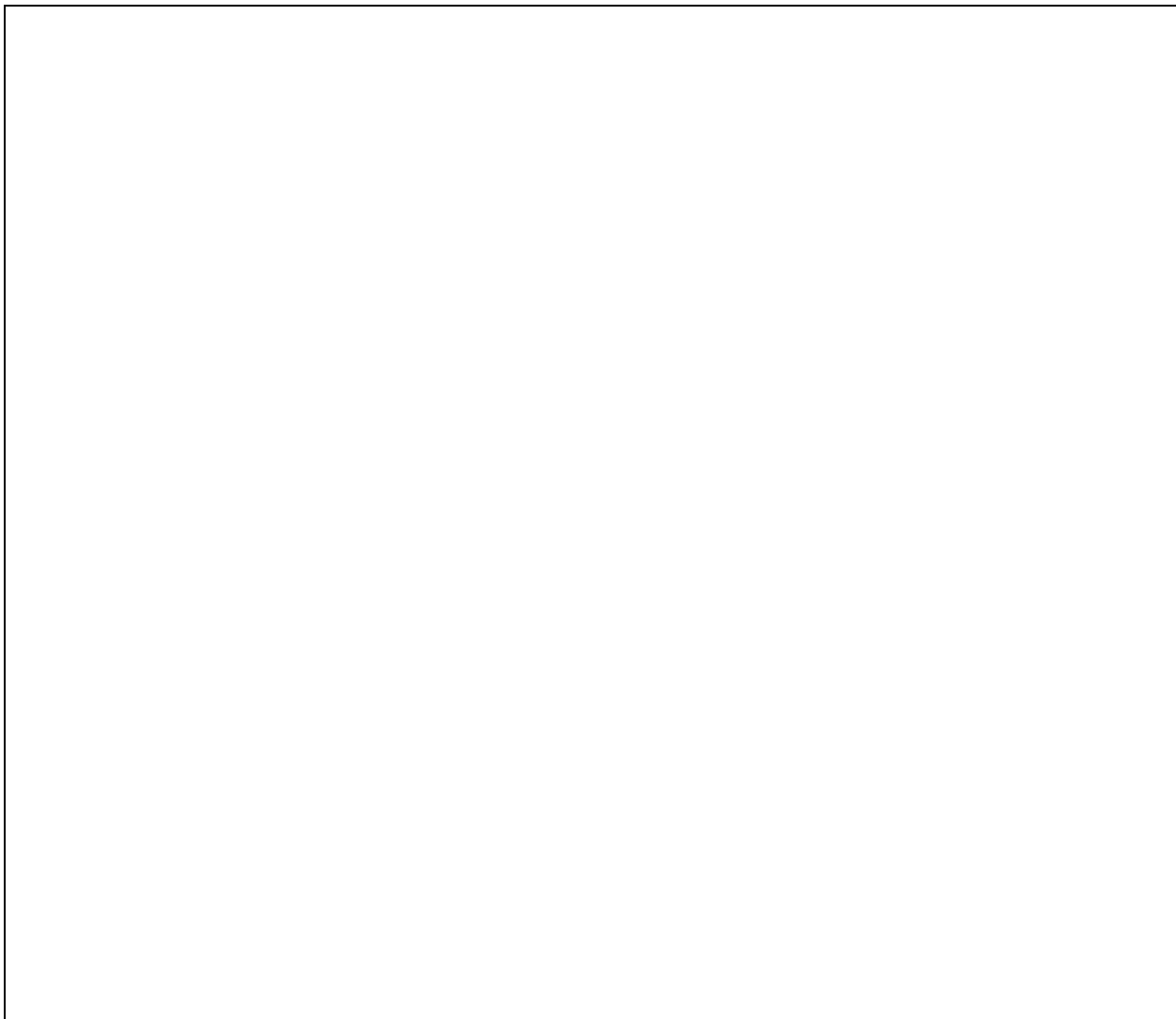
- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Food/refreshments | <input type="checkbox"/> Access to power | <input type="checkbox"/> Inflatables |
| <input type="checkbox"/> DJ/live music | <input type="checkbox"/> Additional trash receptacles | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Banners | <input type="checkbox"/> Tents | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Signs/placards | <input type="checkbox"/> None | |

Event component details. Please provide detailed information regarding event component details.

SITE PLAN

Provide a diagram/site plan of the event. Identify the location of all event elements 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



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ADDITIONAL REQUIREMENTS	
<input type="checkbox"/> Liability insurance	<p>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.</p> <p>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:</p> <p>List as the Certificate Holder: City of North Ridgeville, 7307 Avon Belden Road North Ridgeville, OH 44039</p>
<input type="checkbox"/> Food trucks	Any food truck must have a Mobile Food Vendor Permit. The application can be found at www.nridgeville.org > Departments > Fire. Permit is free.
<input type="checkbox"/> Tents	Tents larger than 120 sq. ft. require an additional permit from the North Ridgeville Building Division. Additionally, tents over 400 sq. ft. require construction drawings stamped by a design professional.
<input type="checkbox"/> Banners and signage	Banners and signs may be displayed only the week of the event and must be removed at the end of the event. No exceptions.

Applicant will defend, indemnify and hold harmless the City of North Ridgeville and its agents, employees, officers and legal representatives for all claims, causes of action, liabilities, fines and expenses for injury, death, damage or loss to persons or property sustained resulting from the event.

Signature: _____

Date: _____

PERMIT APPROVAL	
_____	_____
Parks & Recreation approval	Date
_____	_____
Mayor approval	Date