

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)

☐ Food/refreshments

☐ Access to power

☐ Inflatables

☐ DJ/live music

☐ Additional trash receptacles

☐ Fireworks

☐ Banners

☐ Tents

☐ Stage

☐ Signs/placards

☐ 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 400 sq. ft., with certain exceptions, require an additional permit from the North Ridgeville Building Division. The application can be found at www.nridgeville.org > Doing Business > Permits and Applications. Permit is \$25 for first tent, \$10 for each additional.
<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 _____

DATE:	<u>March 17, 2025</u>	1 ST READING:	<u>March 17, 2025</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>April 21, 2025 Amended</u>
REFERRED BY:	<u>Committee of the Whole</u>	3 RD READING:	<u>Dispensed</u>
		ADOPTED:	<u>April 21, 2025</u>
		EFFECTIVE:	<u>May 21, 2025</u>

COW on 04-07-2025
Amended on the floor on 04-21-2025

ORDINANCE NO. 2025-48

AN ORDINANCE CREATING A NEW *CHAPTER 1470 TENTS OF THE NORTH RIDGEVILLE BUILDING AND HOUSING CODE*.

WHEREAS, temporary tents are commonly used for a variety of purposes, including outdoor activities, festivals and other special events; and

WHEREAS, the improper use or installation of temporary tents can present significant risks to public safety, including but not limited to creation of fire hazards, structural instability, obstruction of pedestrian pathways and interference of traffic flow; and

WHEREAS, tents and temporary structures in Ohio are regulated by the Ohio Building Code; and

WHEREAS, the Administration proposes to create supplemental local regulations and create a permitting process to provide guidance to those intending to erect a temporary tent in the City of North Ridgeville; and

WHEREAS, it is the desire of Council to amend these Codified Ordinances to protect the public health, safety and welfare.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. A new *Chapter 1470 Tents* of the North Ridgeville Building and Housing Code be adopted which reads in its entirety as set forth in the document attached to this Ordinance as **Exhibit A**.

SECTION 2. The following permit fees shall be added to the schedule in Section 1444.03: tent - \$25; each additional tent - \$10.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: April 21, 2025



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Apr 23, 2025



Kevin Corcoran
MAYOR

Exhibit A**CHAPTER 1470. TENTS**

- 1470.01 Applicability.
- 1470.02 Permit required.
- 1470.03 Additional requirements.
- 1470.99 Penalty.

1470.01 Applicability.

Temporary tents may only be erected in the City of North Ridgeville in accordance with the requirements of this Chapter, the Ohio Building Code and the International Fire Code. Tents are subject to additional requirements and limitations, as applicable, imposed by the North Ridgeville Planning and Zoning Code and the North Ridgeville Business Regulation Code.

1470.02 Permit required.

- (a) Permit Required. Approval is required for all tents over 400 square feet erected on private property or on public property in conjunction with a Special Event Permit, unless otherwise exempted in section (b). Application shall be made on a form provided by the Chief Building Official. Permit applications must be accompanied by construction drawings stamped by a design professional.
- (b) Exceptions.
 - a. Tents used exclusively for recreational camping purposes.
 - b. Tents open on all sides that comply with all of the following:
 - i. Individual tents having a maximum size of 700 square feet.
 - ii. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
 - iii. A minimum clearance of 12 feet to all other structures and tents.
- (b) Fee. Permit fees are established in Chapter 1444.

1470.03 Additional requirements.

- (a) Duration. No tent may be erected for a period longer than thirty (30) consecutive days.
- (b) Material. Any tent must be of flame-retardant material, meeting the requirements of the current edition of NFPA 701.
- (c) Cooking. No cooking with open flame, charcoal or other solid fuels is permitted under any tent. Only cooking explicitly approved by North Ridgeville Fire Prevention shall be permitted.
- (d) Obstructions. No owner or tenant of any commercial establishment shall place a tent in a manner that obstructs or unreasonably impairs motor vehicle traffic or the use of any pedestrian walkway or accessible route.

1470.99 Penalty.

A violation of this section shall constitute a minor misdemeanor. For purposes of this paragraph, each day during which such violation continues shall constitute a separate violation and punishable as a distinct minor misdemeanor.