



CITY OF OBERLIN SPECIAL EVENT PERMIT APPLICATION



Any individual or organization that intends to organize a Special Event in the City of Oberlin must submit a completed Special Event Permit Application at least **60 days before the event**, but no more than 6 months in advance.

Please note that depending on the type of activities involved in the Special Event, other permits may be required from other agencies, such as Lorain County Public Health, the Ohio Division of Liquor Control, the City of Oberlin Building Office, the Oberlin Fire Department, etc.

A Special Event is considered an event that meets any of the following criteria:

- An athletic event that uses a City street, sidewalk, alley, or other public right-of-way in a manner that obstructs, delays or interferes with the normal flow of vehicular or pedestrian traffic, or that does not comply with traffic laws and controls. Examples may include 5K run, marathon, bicycle race, fundraising walk, fun run, etc.
- A block party that requires the closure of a street or portion of a street to vehicular traffic.
- A social event or gathering that takes place on public property (City street, sidewalk, alley, other public right-of-way, City park or City facility) or on private property and
 - Is likely to obstruct, delay or interfere with the normal flow of vehicular or pedestrian traffic;
 - Whose participants are likely not to comply with traffic laws and controls; and/or
 - Involves the use of City personnel or City resources
 Examples may include a street fair, circus, farmer's market, street market, arts & crafts show, exhibition (i.e. car show, air show), carnival, festival, indoor or outdoor musical concert.

Submit the completed Special Event Permit Application and all pertinent documents via email to:

SpecialEvents@cityofoberlin.com

Or mail/deliver to:

**City of Oberlin City Manager's Office
69 South Main Street
Oberlin, OH 44074**

(Office Hours: Monday – Friday, 8:00am – 4:30pm, Excluding Holidays)

For questions related to the Special Event Permit process, please contact the City Manager's Office at SpecialEvents@cityofoberlin.com or 440-776-4827



CITY OF OBERLIN SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION			
Organization Coordinating Event:		Chief Authorizing Official:	
Address:			
City:	State:	Zip:	
Name of Event Contact:		Title:	
Event Contact Phone:		Event Contact Email:	

EVENT INFORMATION			
Name of Event:			Annual Event: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date(s) of Event:		Rain Date(s):	
Location:		Anticipated Daily Attendance:	
Type of Event: <i>(Check all that apply)</i>	<input type="checkbox"/> Run/Walk*	<input type="checkbox"/> Bicycle Race	<input type="checkbox"/> Parade/March*
	<input type="checkbox"/> Block Party	<input type="checkbox"/> Concert	<input type="checkbox"/> Festival/Fair
	<input type="checkbox"/> Other <i>(Describe):</i>		
Set-Up:	Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM
Event Day 1:	Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM
Event Day 2:	Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM
Event Day 3:	Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM
Tear-Down:	Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM
Description of Event:			

* All 5K runs and parades are to use the standard routes established by the City unless given permission to deviate from said routes.

EVENT COMPONENTS	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you requesting street closures for the event? If yes, list streets/intersections: _____ Time of requested closure: _____ <i>(Note: If street closing is approved, the applicant/organizer is responsible for ensuring emergency vehicle access to the area is maintained throughout the event.)</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you requesting access to public sidewalks be restricted by the event? If yes, list sidewalks: _____ Time of access restriction: _____ <i>(Note: Pedestrian access to public sidewalks shall not be totally blocked without an alternate plan for safe pedestrian travel shown on the site plan.)</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you requesting access to the bike path be restricted by the event? If yes, describe section of bike path: _____ Time of access restriction: _____

EVENT COMPONENTS (Continued)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Are you requesting use of a City park or facility? If yes, name park/facility: _____ <i>(Note: If using a City park or facility, a Park Use Permit must be obtained from the Oberlin Recreation Department in addition to the Special Event Permit.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Are you requesting additional trash receptacles for the event? If yes, how many: _____ <i>(Note: Location of additional trash receptacles must be indicated on the site plan.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Will a third-party company be used for clean up after the event? If yes, provide the company's information: Name of Company: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Email: _____ <i>(Note: If a third-party company is not being used, the event organizer is responsible for clean up after the event. The event location and adjacent areas should be returned to pre-event conditions.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Are you requesting use of public power outlets for the event? <i>(Note: Locations of public power outlets are indicated on the site plan templates.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Will any generators be used at the event? If yes, describe: _____ <i>(Note: Depending on the type of generator used, a permit may be required from the Oberlin Building Office.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Are you requesting the use of a potable water supply at the event? <i>(Note: A Fire Hydrant Permit must be obtained from the Oberlin Fire Department before a water meter/valve is provided for the event.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Will any Mobile Food Vendors (i.e. food trucks) be operating at the event? <i>(Note: All Mobile Food Vendors must obtain a Mobile Food Vendor Permit from the Oberlin Fire Department prior to operating at the event.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Will alcoholic beverages be served at the event? If yes, provide the temporary liquor permit holder (<i>non-profit organization</i>): _____ <i>(Note: If planning to serve alcoholic beverages, a Temporary Liquor Permit must be obtained from the State of Ohio in advance of the event. The contained area where alcohol will be served must be indicated on the site plan.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Will animals be present at the event? <i>(Note: All regulations in Section 505 of the Oberlin Municipal Code must be adhered to.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Will musical entertainment be provided at the event? If yes, describe (<i>band, choir, DJ, etc.</i>): _____</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Will there be any gambling/games of chance at the event? If yes, describe (<i>casino games, bingo, drawings, etc.</i>): _____</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Will there be any carnival rides, inflatables or air balloons at the event? If yes, describe: _____ <i>(Note: Permits from the Oberlin Fire Department must be obtained prior to the event.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Will tents or membrane structures be set up at the event? <i>(Note: A Tent Permit from the Oberlin Building Office is required if 1) a tent has enclosed sides and has an area of over 400 square feet, or multiple tents have an aggregate area of over 400 square feet and are spaced less than 12 feet apart or; 2) a tent is open on all sides and has an area of over 700 square feet, or multiple tents have an aggregate area of over 700 square feet and are spaced less than 12 feet apart.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Will there be a haunted house or fun house be set up in a building at the event? <i>(Note: Permits may be required from the Oberlin Fire Department and/or Oberlin Building Office.)</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Will there be any fireworks or pyrotechnics at the event? If yes, describe: _____ <i>(Note: All approvals and permits must be obtained from the Oberlin Fire Department prior to the event.)</i></p>

*Additional permit requirements may be identified through the application review process.
 The applicant will be notified by the City if this is the case.*

SITE PLAN

A diagram/site plan of the event site must be submitted with this application. Site Plan templates of common event locations are available for convenience. 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 areas, portable toilets, booths, beer gardens, 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

LIABILITY INSURANCE

Proof of general liability insurance is required for special events and must be received by the City of Oberlin 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 Oberlin
69 South Main Street
Oberlin, OH 44074
 - **Additional Insured Endorsement** must contain the following wording:
“The City of Oberlin, together with its selected and appointed officials in their individual and official capacities, it’s employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns are named as additional insured with respect to liability arising out of (name of event) to be held on (dates of the event).”
- Additional endorsements may be required:
 - If food is sold or served at the event, the insurance policy must include an endorsement for product liability in an amount not less than one million dollars (\$1,000,000).
 - If alcoholic beverages are served at the event, the policy must include an endorsement for liquor liability in an amount not less than one million dollars (\$1,000,000).
 - If the event involves the use of vehicles, the policy must also include an endorsement for automobile liability in an amount not less than one million dollars (\$1,000,000).



SIGNATURE

Applicant agrees to submit, upon request of the City of Oberlin, any additional information required to evaluate this application and permit. Applicant certifies that all information contained herein and any other information submitted in support of this application and permit is true and correct to the best of their knowledge.

Applicant agrees that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies and procedures established by the City of Oberlin Codified Ordinances or any conditions or restrictions imposed upon the permit by the City Manager or any City Department is cause for revocation of the Special Event Permit at any time.

Applicant agrees to protect, defend, indemnify and hold the City of Oberlin, its elected and appointed officials in their individual and official capacities, it's employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns (collectively, "City") harmless from any and all losses, damages, claims for damages, liability, suits, judgments, expense or cost arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, court costs and expert fees) of any nature whatsoever arising out of or attributed to issuance of the Special Event Permit herein identified or the authorization thereof regardless of where the injury, death, or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Signature:	Printed Name:	Date:
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Additional Information:

A Special Event Permit may be denied for any of the following reasons:

- Failure to submit a Special Event Permit Application or any subsequent permit applications in a timely manner.
- The date or location of the event is in direct conflict with an existing event.
- The event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
- The event is likely to substantially interfere with the ability for emergency services to adequately serve areas nearby.
- The event will cause too great a disturbance to surrounding residents or businesses.
- The event will likely damage or interfere with normal use of the property, right-of-way, or facility being used.

Once approved, the Special Event Permit must be retained by the event organizer at the event and be available onsite at all times.

For Office Use Only

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Permit No:
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Notes or Reason for Denial:

CITY DEPARTMENT CONTACT INFORMATION

Department	Phone Number	Address
City Manager's Office	440-776-4827	69 South Main Street
Oberlin Police Department	440-774-1061	85 South Main Street
Oberlin Fire Department	440-774-3211	430 South Main Street
Planning Department/Building Office	440-775-7182	69 South Main Street
Public Works Department	440-775-7218	85 South Main Street
Electric Department	440-775-7260	289 South Professor Street
Recreation Department	440-775-7254	36 South Prospect Street