



## 2018 EVENT GUIDEBOOK

### Welcome

Individuals or organizations desiring to hold an event on public property, or planning to include a public invitation to an event on private property within New Albany corporate limits, must submit an **Event Permit Application** at least 60 days prior to the event.

In an effort to simplify the application procedures, New Albany staff has prepared this Event Guidebook. Once an application is submitted, the event organizer will meet with the Event Logistics Committee comprised of staff from city departments critical to successful event logistics to discuss the event further.

The City of New Albany will consider the potential impact that a proposed event may have on staffing and the city's ability to provide its normal scope of services to residents and business partners. The Event Logistics Committee or City Manager has the right to decline a Special Event Permit application based upon limited city staffing, limited sites, or what city staff perceives to be an undue burden being placed on residents or the community. Due to the limited size of city staff, the City of New Albany will not schedule more than three events in any given calendar month and prefers not to schedule events within a window of two consecutive weekends. *Given New Albany's tentative roster of events in April, May, June, July, August and September, it will not be possible to approve any new special events during these months.*

If the proposed event is approved, the event organizer is responsible for fees and wages for all New Albany services determined by department staff and the *New Albany Schedule of Fees & Service Charges*. The event organizer is also responsible for lost or damaged city property and will sign an indemnification/hold harmless agreement with the city as part of the attached event application.

In order to protect the City of New Albany against any such loss the event organizers/sponsors permit holder or host establishment must furnish to the City of New Albany in a form acceptable to the law director a **certificate of commercial general liability insurance naming the City of New Albany as an insured or additional insured with limits of liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage for all damages**, including but not limited to property damage, personal injury or death. The event organizers/sponsors/permit holder shall provide a copy of such insurance policy to the City of New Albany at least twenty (20) calendar days prior to the event. If this does not occur, the organizer is subject to automatic and immediate revocation of the event permit.

The completed Event Permit Application in this guidebook may be mailed to:  
**New Albany Administration Attention: Event Logistics Committee**  
**99 W. Main Street, PO Box 188; New Albany, Ohio 43054**

Applications may also be delivered in person to New Albany Village Hall, 99 W. Main Street, New Albany, Ohio. Once your completed application is received, the Event Logistics Committee will schedule a meeting with the event organizer to review the proposed event. Event Logistics Committee meetings take place as needed based on applications submitted. Those with further event questions may call 614.855.3913 for assistance.

### **Definition of an Event**

“**Events**” in New Albany are festivals, parades, performances, competitions, or other organized public events in which public rights of way or public property will be used or significantly impacted as a result of the event; and which, due to reasonable public safety concerns, foreseeably require the involvement of public personnel and equipment dedicated to assisting in the event. Celebrations or occasions in which the public is invited on private property which may affect public safety, health or welfare by their impact on surrounding public or private property or which may involve an improper use of the property under other city ordinances (such as zoning restrictions) may also be deemed an event for purposes of these requirements.

### **General Types of Events**

There are three general types of special events:

- **Community Special Events:** Those special events for which the main purpose is to benefit the local community, and for which no individual receives a monetary gain for coordination of the event. The July 4<sup>th</sup> Parade and Festival, Founders Day Parade, New Albany Walking Classic and Symphony 5K Run are all examples of special events that are put on for benefit of the New Albany community where no individual financially benefits.
- **Community Partner Special Events:** Those special events for which the main purpose is to benefit a community partner. Pelotonia and The Nationwide Children’s Hospital Run for the Rainbow 5K are examples of a community partner special event where no individual financially benefits.
- **Professional Special Events:** Those special events for which the main purpose is to produce a financial benefit for an individual or an organization. There may be a charity which benefits, as well; however, those charity benefits do not necessarily make the event rise to the level of being a community partner event.

Because there is a limit to the number of events in any calendar year that can be beneficial to the community, and because of the limited size of city staff, any new proposed events in New Albany will be prioritized by:

1. Community Special Events
2. Community Partner Special Events
3. Professional Special Events

### **Event Permit Requirements & Exceptions**

No person shall engage, participate in, aid, form, coordinate or start an event unless a permit is obtained from the City of New Albany. This section shall not apply to the following:

- Funeral processions supervised by a licensed mortuary
- Picketing as permitted by New Albany ordinance
- Other occasions already approved by New Albany

### **Event Application Process**

#### ***Step One: Community Event Permit Application & Guidebook***

- Complete and return the New Albany Event Permit Application at least 60 days prior to the event. Use this Guidebook as a reference to complete the application.
- The Event Logistics Committee will review an event permit application only after all forms are completed, including all supporting documentation.

#### ***Step Two: Event Logistics Committee Meeting***

- When a completed Event Permit Application is received, a representative of the Event Logistics Committee will schedule your attendance at an Event Logistics Committee meeting. These meetings are held during normal business hours on an as needed basis.
- If, after meeting with the Event Logistics Committee, the completed Event Permit Application is approved, the event organizer will receive an event permit listing the specific requirements that must be met to hold the event and defining any associated estimated costs.

#### ***Step Three: Payment for New Albany Fees & Services***

- If the event organizer requests New Albany services or if the Event Logistics Committee has determined that New Albany staff services are necessary to hold a safe and successful event, the event organizer will be invoiced for those services at the conclusion of the event. Fees, services, permits and use of New Albany staff and/or equipment will be billed as defined in the *New Albany Schedule of Fees & Service Charges*.
- Event organizers may be required to pay for any associated Community Development Department (CDD) permits and fees resulting from the event. Payment for these fees, if applicable, is required prior to the event.
- Aside from any CDD fees, an estimate for New Albany services and equipment costs will be provided to the event organizer after the initial meeting occurs with the Event Logistics Committee. This estimate could be affected by weather, changes made by the event organizer, crowd size or other factors.
- After the event, New Albany staff will send the event organizer an invoice(s) outlining the cost of the services and equipment provided by New Albany staff. Payment is due upon receipt. Special duty police used for this event may be invoiced separately.

## **Fees**

NOTE: The rates below for each function are subject to change according to the *New Albany Schedule of Fees & Service Charges*. Event organizers may be invoiced a different amount depending upon fee schedule updates but the rates shown will help organizers better estimate event costs.

- ***Community Development Department (CDD) Fees***

If necessary, this application shall be submitted 30 days prior to the event with all applicable fees and two (2) sets of drawings indicating the location of all tents, generators, bleachers or stages on the site (Site Plan). In addition, applications that include bleachers and stages shall include two (2) sets of structural plans and information.

The application shall be approved by the CDD prior to erecting any tents, generators, bleachers or stages for your event. The applicant shall maintain the approved permit, drawings/plans, and building card at the event site starting on the first day of assembly. All tents, generators, bleachers or stages must be inspected and approved prior to the event commencing.

The company erecting the tents, generators, bleachers or stages must be a registered contractor with New Albany. Please contact the Community Development Department for a contractor registration form. Separate permitting, inspection and other fees associated with these items will apply and fees will be based on the city's schedule of fees.

- ***Security and Safety Service Fees***

New Albany staff will identify general security issues to consider at your community event. Police officers may be required for traffic control on public roadways to address safety concerns. A private security company may be hired for events on private property. The New Albany Police will work with event organizers to determine their specific security needs.

The event organizer will receive an estimate in advance for each potential scenario. ***For events requiring five (5) or fewer officers***, organizers will normally be charged the current special duty officer rate, with a minimum of three (3) hours billed per officer. There may be times when a special duty will not be in effect; but if it is not, the event coordinator will be made aware prior to the event. It may be necessary for the New Albany Police Department to utilize county sheriff deputies or Ohio State Patrol officers in the coordination of police/security services during events.

***If more than five (5) police officers are required*** for a special event due to its size and/or complexity, the organization sponsoring the event may be invoiced by New Albany Police at a rate of time and one half (at full-seniority officer's rate) for all police staffing hours worked for the event. Other fees and services may apply.

In addition, the following cancellation policy is included in our event estimates:



- The City of New Albany will not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age or disability against any person seeking a special event.
- The City of New Albany will consider the health, welfare and safety of the New Albany community.
- Any proposed use of public property, right-of-way or facilities will not interfere with normal use of the property, right-of-way or facility by New Albany or the general use of the public.
- Conducting the proposed event will not require the diversion of so great a number of other New Albany employees that adequate staff is not available to complete routine daily assignments.
- The event is not being held for the primary purpose of advertising products, goods, or services.
- The event site or route will not cause too great a disturbance to surrounding residents and businesses.
- The concentration of persons, equipment, vehicles or animals at the event or assembly sites will not substantially interfere with adequate fire and police protection of, or emergency medical service to, areas near such sites.
- The date or location of the event is not in direct conflict with an existing event.
- The conduct of the event is reasonably not likely to result in violence to persons or property, causing serious harm to the public.
- The event has not been utilized in a recurring role in the past year and a determination has been made that the proposed use provides a benefit to the New Albany community, its businesses and/or residents.
- The proposed event does not overlap with or is not within a 48-hour window of another project or event that has already been approved.
- Other projects or events have not already been scheduled within a window of two consecutive weekends.
- The potential impact that the event may have on staffing and the ability to provide the necessary city services, while at the same time conducting the daily responsibilities of the respective city department. The City Manager, designee or the Events Logistics Committee has the right to decline an event permit application based upon limited city staffing, limited sites, or an undue burden being placed on residents. An event may also be declined based upon the number of events already scheduled.

- The impacts of construction projects contiguous to the event known at the time of application.
- All event-related forms are completed and all necessary information and supporting documents have been turned in to the city. This includes all city requirements for risk and liability insurance.
- The applicant complies with the city requirements for a pre-event neighborhood and/or business community mailing of event information as specified below.
  - a. The proposed pre-event information mailing shall be submitted with the permit application.
  - b. The city will notify the applicant of any necessary changes to the draft mailing list at the time of the permit application approval.
  - c. The applicant, at its expense, will distribute the city-approved document by first class mail or by hand delivery to all affected households and/or businesses twenty (20) days prior to the event.
  - d. The required mailing/hand delivered document shall include the following information:
    - (1) Dates and times of the event
    - (2) Street closures, parking modifications, traffic detour routes
    - (3) Times when the closed roads/parking areas will be re-opened
    - (4) Applicant contact information for additional information
    - (5) Pertinent maps of impacted areas
- Bike/leisure trails may not be closed nor have any access restricted by the proposed event.

The Event Logistics Committee or designee will normally act upon the submitted Event Permit Application within two weeks (ten business days) to schedule a meeting date with the applicant. After the meeting, if the application is denied, the applicant will receive written or email notification of the reasons for the denial.

No applicant has the right to exclusivity for any proposed event (this includes race or bike routes), and no applicant has the right to expect that their event will be approved in future years on the basis that an event was previously approved. Community special events and community partner special events that are viewed by the city as beneficial to the community may be given preference for scheduling purposes the following year.

If the proposed event requires changes to traffic flow or temporary street closures, the City Manager, designee or Event Logistics Committee reserves the right to modify the event course based upon known construction in the vicinity of the event. If such a change is required, the city will provide notice to the event permit holder as soon as possible.

Applicants are greatly discouraged from promoting any proposed event to the public until it has been approved. If applicant chooses to promote proposed event in any way, they must assume all risk that the proposed event may not be approved, or that the event application may be revoked if the applicant does not meet all responsibilities.

If the permit application is tentatively approved, the applicant must still meet the requirements set forth in this policy, and satisfactorily address all other issues as communicated by the city to move forward with the proposed event. If this application is tentatively approved, the event still may be canceled if ALL paperwork and event coordinator responsibilities have not been completed three weeks prior to the event.

Neither the applicant nor any event sponsors may assert that the City of New Albany sanctions, endorses, or sponsors the proposed event simply because the event application is approved.

The city has the right to deny future special event applications from an applicant if the applicant has failed to meet its obligations, financial or otherwise, for a past New Albany event.

#### **Revocation of an Event Permit (Prior to Event Occurrence)**

An Event Permit may be revoked at the discretion of the Event Logistics Committee upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen condition which has arisen.

#### **Revocation of an Event Permit (During Event Occurrence)**

An Event Permit may be revoked during an event. If an Event Permit is revoked, the event must be cancelled and activities must be terminated immediately. The Event Logistics Committee or designee has the responsibility to recommend the revocation of a permit for reasons of health, inclement weather, or public safety. Revocation will be determined by the Chief of Police after consultation with the City Manager.

#### **Event Organizer Compliance with Other Laws**

The granting of an event permit required by this policy shall not eliminate:

- Requirements for any business license or any other permits which may be necessitated by any other federal, state or local statutes, ordinances, rules or regulations.
- Compliance with any other applicable federal, state or local statutes, ordinances, rules or regulations including all applicable noise ordinances.

### **Enforcement of Other Laws**

Nothing contained in this document shall prohibit the authority of any law enforcement officer to cite or arrest a person engaged in any act or activity granted under this policy, if the conduct of such person violates the laws of the state, or ordinances of the city, or unreasonably obstructs the public streets and sidewalks of the City of New Albany, or if such person engaged in acts that cause or would tend to cause a breach of the peace.

### **First Aid and Emergency Services**

The event organizer is responsible for making arrangements for first aid and emergency services to be provided on-site, if necessary. Plain Township Fire Department can provide on-site first aid services for a pre-determined fee. The event organizer is to call the Plain Township Fire Department directly at 614.855.7370 to coordinate these services. All event staff/volunteers using cellular phones should be provided with the direct-dial phone number to Plain Township Fire Department (MEC Center 614.855.2222) in case an EMS squad is needed at the scene.

### **Parades, Processions, Bike and Foot Races**

Requests for road closures for the use of parades, processions, bike and foot races, etc., must be indicated on the Event Permit Application and accompanied by a detailed suggested route map. The Chief of Police or designee will have final approval of the route. Also see Codified Ordinances of New Albany, Ohio, section 311.02.

The Event Permit may be refused or cancelled if:

1. The time, place, size or conduct of the parade, bike or foot race, including the assembly areas and route would unreasonably interfere with the public convenience and safe use of the streets and highways.
2. The parade, bike or foot race would require the diversion of so great a number of police officers to properly police the line of movement, assembly area and areas contiguous thereto so as to deny normal police protection to the community.
3. The parade, bike or foot race route or staging areas would unreasonably interfere with the movement of police vehicles, fire-fighting equipment or ambulance service to other areas of New Albany.
4. The parade, bike or foot race would unreasonably interfere with another event for which a permit has been issued.
5. The information contained in the application is found to be false, misleading or incomplete in any material detail.
6. An emergency such as a fire or storm would prevent the proper conduct of the parade, bike or foot race.

### **Traffic Control and Road Closures**

Approval for use of New Albany streets, alleys, sidewalks and parking lots is generally provided via the Event Logistics Committee or designee. A parking plan for use of public and/or private lots should be included along with the days/times they are needed. If a shuttle will be used, indicate the route, and pick-up/drop off points. For New Albany staff to allow for a road closure, the following must be considered:

- Resident/business impact
- Detour routes
- Signage
- Notification
- Set up of barricades/directional signage
- Traffic control
- Safety

### **Road Closures/Lane Restrictions**

The event organizer is responsible for maintaining a minimum 12 foot wide fire and emergency lane through all areas. If roads are to be closed or access to certain residences or businesses restricted, the event organizer is responsible for preparing, printing and distributing a notification letter to all affected residents and businesses. Police officers and/or Public Service Department personnel may be required on-site to help with traffic control. Temporary “no-parking” signs, traffic cones, road barricades, etc., to secure the road closure will be made available by New Albany staff, as set forth by the *New Albany Schedule of Fees & Service Charges*. All road closure and lane restriction signs will be set up and removed by New Albany staff.

In order for an event organizer to request that a New Albany road be closed or lane be restricted, the organizer must indicate its intention on the Event Permit Application. The following requirements must be met to ensure a road closure:

- A list of the roads to be closed and corresponding intersections;
- A legible map of the closure areas and/or event site including placement of volunteers and personnel (please note that event personnel are required to wear safety vests or brightly colored apparel if they will be working on or near a public roadway);
- Proposed times and dates of the closure and reopening;
- Any request for removal of on-street parking; and
- Previous history wherein fewer than 300 people attended the event.

### **Market Street Closure Requests**

In addition to all requirements listed in the **Road Closures/Lane Restrictions** section, those who request to close Market Street must also disclose:

- Expected event attendance;
- Duration of the closure request and actual hours of closure;
- Potential benefit of event to local businesses, particularly those local businesses in the immediate and surrounding areas of the event; and
- Any other special or unique circumstance.

### **Use of Market Square**

Currently, the City of New Albany is not accepting any new applications for events that impact our Market Square area or the Keswick community.

### **Notification Letter to Affected Businesses and Residents**

If normal operations of residents or businesses will be affected by an event, the Event Logistics Committee requires that all adjacent businesses and residents receive a notification letter at least seven (7) days prior to the event. Failure to properly distribute the notification letter could result in the cancellation of the Event Permit. This notification letter must receive approval from the Event Logistics Committee prior to being mailed and copies of the letter must be provided to the Event Logistics Committee. The Event Logistics Committee may also require the event organizer to produce signed letters from affected residents, churches or businesses communicating any issues that they may have regarding permit approval.

### **On-Street Parking Removal**

If you wish to eliminate on-street parking during your event, you must indicate the request on the permit application. Temporary “no-parking” signs and traffic cones will be made available by New Albany staff, as set forth by the *New Albany Schedule of Fees & Service Charges*. All road closure and lane restriction signs will be set up and removed by New Albany staff.

### **Parking**

Vehicles may not be parked or driven on sidewalks, bike paths, leisure trails or New Albany-owned right-of-way without approval.

### **Sanitation**

Sanitation and maintaining an orderly, safe event is the responsibility of the event organizer.

- ***Restrooms***

The event organizer is responsible for providing and servicing portable restrooms during events when permanent facilities are not available or deemed not adequate by the Event Logistics Committee for the estimated size of your attendance. Please include provisions for people with disabilities.

- ***Litter Prevention***

The event organizer is responsible for maintaining the event in a clean and orderly condition both during and after the event.

**Storage of Items**

New Albany will not be responsible for the storage of any items related to a project or special event. Storage of any items is strictly the responsibility of the coordinating organization.

**Fireworks**

A Fireworks Permit must be obtained from the Plain Township Fire Department, 9500 Johnstown Road, New Albany, Ohio. Both the Plain Township Fire Department and New Albany Police Department must approve fireworks sites. Contact shall be made with the fire department to review all fire code requirements concerning firework displays. A fee may be charged for the fireworks permit. Please obtain a fireworks permit prior and attach an approved copy to the Event Permit Application.

**Noise Ordinance**

Individuals or organizations are solely responsible for ensuring that the event complies with New Albany ordinances. For complete requirements, please refer to the New Albany Codified Ordinances, Chapter 521. Noise shall be presumed unreasonable if uninvited noise is plainly audible at a receiving property, or part thereof, greater than fifty (50) feet away from the property line of the sound source. Noise ordinance exemptions may be granted by the Chief of Police on a case by case basis.

**Food & Beverage**

Health and licensing requirements apply to all food/beverage sales. A permit must be obtained from the Franklin County Health Department only when a sale is associated with the exchange of food or beverages. Food served free of charge or free with the option to donate an unidentified amount does not require a permit or license. For further information on food and beverage guidelines, please call the Franklin County Health Department at 614.525.3160.

**Alcohol**

A Special Events Liquor Permit must be obtained from the State of Ohio Liquor Control Department at least 15 days prior to the event. For further permit information, contact the State of Ohio Liquor Control Department at 614.644.3155 or [www.liquorcontrol.ohio.gov](http://www.liquorcontrol.ohio.gov). Please attach a copy of the permit and/or the license to the Event Application.

No alcohol can be served within the New Albany right of way or on city-owned property without the express consent of the City Manager or designee. Such consent must be obtained 30 days prior to the scheduled event.

## **Signage**

Please describe and indicate the location of all on-site directional and promotional signage to be used during and prior to your event on the Event Permit Application. Permission to post any sign on public property must be obtained prior to the display of any signs. These signs must be removed within 24 hours of the conclusion of the proposed event. All signage must comply with current sign code regulations which can be found in Chapter 1169 of the New Albany Codified Ordinances. Section 1169.08, General Requirements: Special and Temporary Signs will be made available upon request.

## **Optional Street Pole Banners**

Eligible New Albany events may be promoted through the use banners on two street poles located on the west side of Market Street across from the Starbucks and Rusty Bucket buildings. These two street poles were chosen because the sightline for these two poles are not impeded by street trees.

Street pole banners are not required for an event. Organizers wanting to place street banners will be responsible for all costs associated with the creation and hanging of these promotional materials. No New Albany department or individual staff member will assume any costs for the creation of these materials.

## ***Banner Sizing***

Banners must be able to fit over pole brackets measured 48 inches in height apart from each other. Additionally, the two pole brackets measure 24 inches in length and 1.0625 inches in diameter. Based upon these measurements, pole openings on the banners are to be approximately three inches (each) in diameter, and the total height of the banners will need to account for the 24" x 48" banner size plus materials necessary for the two pole openings.

## ***Installation and Fees***

Street pole banner installation can only be performed by New Albany public service staff, and the City of New Albany reserves the right to control banner content. The fee for hanging and removal is **\$20.00 per pole**.

## ***Event/Organization Eligibility***

Eligible events or organizations must be non-discriminatory, open to the public, and expected to attract a crowd of at least 500 people. Additionally, events must be one of the following:

- a *New Albany Community Events* (NACE) sponsored event;
- financially supported by an official act of New Albany City Council; or
- supported through in kind contributions by a city department.

***Street Pole Banner Criteria/Instructions***

1. Event organizers shall complete a banner application and all design aspects of the banner must be approved in writing by New Albany staff prior to the event organizer's material's purchase.
2. Once banner design is approved, the event organizer is responsible for all aspects of banner production and costs.
3. Street pole banners must meet all sizing specifications described by the New Albany Public Service Department (7800 Bevelhymer Road, 614.855.0076).
4. Event organizers are to purchase and deliver the street pole banners to the New Albany Public Service Department at least two days prior to the agreed upon hanging date unless prior arrangements have been made.
5. Street pole banners will be hung at the discretion of the New Albany Public Service Department, generally two weeks in advance of an event.
6. No New Albany department will be held liable for subsequent damage to banners during installation, while they are hanging or during removal.
7. Street pole banners cannot be illuminated.
8. Once street pole banners have been removed after the event, public service staff will notify event organizers when their materials are ready for pick up. Event organizers shall pick up their banners at the New Albany Public Service Department (7800 Bevelhymer Road, 614.855.0076) within seven working days after being notified between 8 am - 5 pm Monday through Friday. Banners will not be stored by city staff.
9. Occasions may arise when two or more organizations desire to hang materials at the same time. If a conflict arises, New Albany staff will communicate to the affected event organizers.

**Hold Harmless/Indemnity Agreement/Insurance/ Indemnification/Risk Information**

Event organizers shall indemnify and hold the City of New Albany, its officers, employees and elected officials harmless for any and all liability related in any way to the event which is caused by the event organization, volunteers, employees, participants and spectators. In order to protect the City of New Albany against any such loss the event organizers/sponsors permit holder or host establishment must furnish to the City of New Albany in a form acceptable to the law director a certificate of commercial general liability insurance naming the City of New Albany as an insured or additional insured with limits of liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage for all damages, including but not limited to property damage, personal injury or death.

The event organizers/sponsors/permit holder shall provide a copy of such insurance policy to the City of New Albany at least twenty (20) calendar days prior to the event. If

this does not occur, the organizer is subject to automatic and immediate revocation of the event permit.

A Hold Harmless-Indemnification Agreement is required and must be signed by an authorized representative of the sponsoring organization prior to approval of the event permit. The applicant will indemnify and hold harmless the City of New Albany and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the event.

**Americans with Disabilities Act**

The City of New Albany is required to make its programs, services and activities accessible to qualified individuals with disabilities. In that regard, New Albany staff suggests that you make reasonable modifications to the programs, services and activities of your event to insure accessibility to such individuals.

Event Name: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

## **NEW ALBANY 2018 EVENT PERMIT APPLICATION**

**New Albany Administrative Offices**

**PO Box 188**

**99 W. Main Street**

**New Albany, Ohio 43054**

**614.855.3913 (Phone)**

**614.855.8583 (Fax)**

**[www.newalbanyohio.org](http://www.newalbanyohio.org)**

This completed packet must be received by the New Albany administrative offices 60 days prior to the proposed event. If this application is tentatively approved, the event still may be canceled if ALL paperwork and event coordinator responsibilities have not been completed three weeks prior to the event.

Name of Event: \_\_\_\_\_

Day/Date/ Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Responsible Organization: \_\_\_\_\_

Contact Person/Relationship to Organization \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (W) \_\_\_\_\_ (H) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: Run/Walk Bike Race Parade Street Fair Other  
If other, please describe: \_\_\_\_\_

Brief Event Description – including purpose, target audience and description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day/Dates/Time of Set up: \_\_\_\_\_

Day/Dates/Times of Tear down: \_\_\_\_\_

Day/Dates/Times of Rain Event: \_\_\_\_\_

Will you charge admission or participation fees? If so, what is the charge?

\_\_\_\_\_

Estimated Attendance: Spectators: \_\_\_\_\_ Participants: \_\_\_\_\_

Prior Event Attendance: \_\_\_\_\_

Will normal operations of residents or businesses be affected by your Event?

\_\_\_\_\_

If yes, please attach a copy of the notification letter to be approved by the Event Logistics Committee before being sent to the affected residents/businesses.

Do you require a road closure? \_\_\_\_\_ yes \_\_\_\_\_ no

If so, which road(s) \_\_\_\_\_

**If the event includes a parade, race, run or walk, please describe route and attach a proposed map on a separate sheet of paper. Uniform detour routes and parking will be in effect at the discretion of New Albany staff for all parades any time Market Street or another major road is to be closed.**

\*Note: Police and Fire emergency vehicles must be afforded access to the above location at all times.

Requested Day/Date of Road Closure(s): \_\_\_\_\_

Requested Time of Road Closure(s): \_\_\_\_\_

### **Market Street Closure Requests (if applicable)**

If you are requesting to close Market Street, please answer the following questions:

- Expected event attendance: \_\_\_\_\_
- Requested Day/Date of Market Street Closure: \_\_\_\_\_
- Total duration of requested Market Street closure: \_\_\_\_\_

Potential benefit(s) to immediate and surrounding businesses:

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Other special or unique circumstances regarding Market Street closure request:

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**Use of Market Square**

NOTE: AT THIS TIME NO NEW EVENT ORGANIZER MAY REQUEST TO COORDINATE ANY EVENT THAT THE PROPERTY OWNER OR THE CITY BELIEVES NEGATIVELY IMPACTS THE MARKET SQUARE AREA OR THE KESWICK COMMUNITY

If you want to use Market Square, do you have written permission from NAI Ohio Equities, LLC and the Columbus Metropolitan Library? Yes No  
[Written permission (emails acceptable) must be provided to the city prior to approval of any proposed event.]

**Traffic Control & Parking Resources:**

Please describe your traffic, parking and overflow plan:

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List specific lot locations and number of parking spaces available: \_\_\_\_\_

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Will you charge a fee for parking? \_\_\_\_\_

Will you request on-street parking removal? Yes No

Will you request that any street(s) be closed? Yes No

If yes, please list the street(s), date(s) & time(s): \_\_\_\_\_

Will you require barricades? Yes No Quantity \_\_\_\_\_

Will you require traffic cones? Yes No Quantity \_\_\_\_\_

**Security and First Aid**

Describe your internal security procedures:

\_\_\_\_\_

Will you request New Albany Police safety/traffic control services? Yes No

Will there be a command post at your event? Yes No

Will you have an on-site provider of primary first aid? Yes No

If yes, will you request on-site Plain Township Fire Department or other provider? PTF Other

Please list the provider of first aid if other than Plain Township Fire Department:

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Signage**

Will this event require temporary No Parking signs? Yes No Quantity\_\_\_\_

Directional Signage? Yes No Quantity\_\_\_\_

Sandwich Boards? Yes No Quantity\_\_\_\_

Please describe below and indicate the location of all on-site directional and promotional signage to be used during and prior to your event on the Permit Application. Permission to post any sign on public property must be obtained prior to the display of any signs. These signs must be removed within 24 hours of the conclusion of your event. All signage must comply with current sign code regulations which can be found in Chapter 1169 of the Codified Ordinances. Section 1169.08, General Requirements: Special and Temporary Signs will be made available upon request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Storage of Items**

New Albany will not be responsible for the storage of any items related to a project or special event. Storage of any items is strictly the responsibility of the coordinating organization.

**Sanitation**

Describe your clean-up plans both during and after the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Electric**

Will you use electricity?    Yes    No    Generators?    Yes    No

*Outdoor extension cords must be 3-prong UL listed extension cords.*

Describe electrical usage:

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If yes, please attach Special Event Permit application.

**Equipment**

Will you use tents?            Yes    No

If yes, please attach Special Event Permit application.

Will other temporary structures be used (e.g., bleachers, stages, etc.)?

Yes or No

If so, please list specifics and locations: \_\_\_\_\_ -

*All temporary structures must be inspected by the Community Development Department.*

**Entertainment Activities**

Will you have music?            Yes    No

Will the music be outside?    Yes    No

If yes, what type of music/amplification?

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Time(s) of music during the Event: \_\_\_\_\_

**Food & Beverage**

Will food be sold at your event?    Yes    No

If yes, describe:

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*If yes, each vendor must obtain a food vendor license. If they do not have a license, please contact the appropriate County Board of Health office to secure one.*

**Alcohol**

Will alcohol be served at your event?            Yes    No

If yes, please attach the Special Events Liquor Permit obtained from the State of Ohio Liquor Control Department. For further permit information, contact the State of Ohio Liquor Control Department at 614.644.3155 or [www.liquorcontrol.ohio.gov](http://www.liquorcontrol.ohio.gov).

**New Albany Hold Harmless/Indemnity Agreement/Insurance/  
Indemnification/Risk Information**

Event organizers shall indemnify and hold the City of New Albany, its officers, employees and elected officials harmless for any and all liability related in any way to the event which is caused by the event organization, volunteers, employees, participants and spectators. In order to protect the City of New Albany against any such loss the event organizers/sponsors permit holder or host establishment must furnish to the City of New Albany in a form acceptable to the law director a certificate of commercial general liability insurance naming the City of New Albany as an insured or additional insured with limits of liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage for all damages, including but not limited to property damage, personal injury or death. The event organizers/sponsors/permit holder shall provide a copy of such insurance policy to the City of New Albany at least twenty (20) calendar days prior to the event. If this does not occur, the organizer is subject to automatic and immediate revocation of the event permit.

A Hold Harmless-Indemnification Agreement is required and must be signed by an authorized representative of the sponsoring organization prior to approval of the event permit. The applicant will indemnify and hold harmless the City of New Albany and their agents and employees from and against all claims, damages, losses and expenses including attorney’s fees arising out of or resulting from the event.

**Signature**

By signing below, I certify that I have read, understand and agree to abide by all of the policies and procedures of New Albany as they pertain to the event I am organizing, including the Hold Harmless-Indemnification Agreement. I am also responsible for ensuring that the event organization, its volunteers and employees, and event participants and spectators also abide by all of the policies described in this policy and application.

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Organization Name

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Event Name Date/Time of Event

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Official Event Organizer Printed Name

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Authorized Signature Date