



2012 City of Dublin Community Event Guidebook

Provided by:
City of Dublin
Events Administration
5620 Post Road
Dublin, OH 43017
614-410-4545
614-410-4535 fax

*Available online at
<http://dublinohiousa.gov/events/event-guidebook-event-application/>
Updated December 2011*

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Welcome

We are pleased you have chosen Dublin as the site for your community event and are sure you will find a cooperative and friendly spirit among the businesses, merchants, employees and residents of Dublin.

A number of City departments are involved in the logistics necessary to produce a safe and successful community event. In addition, the City requires permits and approvals before an event may take place.

In an effort to simplify the application procedures for community event planners, the City of Dublin has prepared this guidebook. The staff of Events Administration is available to answer your questions to ensure a successful event.

Please note that the event organizer is responsible for fees and wages for all City services and staff as determined by the Community Event Committee. The event organizer may also be charged a rental fee for use of City facilities and an additional fee for lost or damaged City property. On approval by City Council, Dublin's Hotel/Motel Tax Fund may be available to help offset these and other costs associated with your event, should you choose to apply.

Please feel free to call me at Events Administration at 614-410-4545 once you've had the opportunity to review the enclosed information.

Here's wishing you a great event!

Sincerely,

Terry Schimmoller
Community Event Liaison
Events Administration
City of Dublin

Community Event Permit Process At-a-Glance

Every event must go through the permit process whether it is a new or annual event.

Definition of an Event:

Event means any festival, concert, parade, public performance or announced public gathering held on a public street, right-of-way or public property. Events 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 be deemed an event for the purpose of this ordinance.

Definition of a Community Event:

Generally, a Community Celebration is any activity/event held in conjunction with four recognized community-wide events: St. Patrick's Day Celebration, The Memorial Tournament, Independence Day and the Dublin Irish Festival.

Affected dates. A Community Celebration may only take place during the days of the events listed above.

Substitutions. There will be no substitute dates or additional events where Community Celebrations may take place under this policy.

Purpose -- The purpose of providing special permits to Community Celebrations is to promote community-wide activities celebrating these four events and to expand community involvement in the City of Dublin's signature celebrations.

Step One: Community Event Permit Application & Guidebook

- Complete and return the City of Dublin Community Event Permit Application at least ninety (90) days prior to the event. Use this Guidebook as a reference to complete the application.
- The Community Event Committee will review a Permit Application packet only if all forms are completed and all necessary information and supporting documents are included.

Step Two: Community Event Committee Meeting

- When a completed Permit Application has been received, a representative of Dublin Events Administration will schedule your attendance at a Community Event Committee meeting, generally held on Thursday mornings anywhere from 90 to 45 days before your event date.
- If, after meeting with the Community Event Committee, the completed Permit Application is approved, the event organizer will receive a Community Event Permit listing the specific requirements that have been met to hold the event.

Community Event Administrative Policy

Community Event Committee: The Community Event Committee consists of City of Dublin staff representing the various departments that may provide a service during an event. These committee members review the Community Event Permit Application and offer suggestions and recommendations for approval or denial. The Community Event Committee will meet at least once with the applicant.

Permit required; exception:

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

- Funeral processions supervised by a licensed mortuary
- Picketing as permitted by City ordinance
- Or other event as approved by the City

Issue of permit; conditions:

Criteria of Issuance of a Community Event Permit. The Director of Events Administration, using the recommendations of the Community Event Committee, shall issue a permit for a proposed event unless he/she finds:

- A. The Permit Application is not complete in all material respects and all information contained in the application does not accurately reflect the knowledge of the applying organization/individual
- B. The Permit Application was not completed and returned to Events Administration within the required time frame (90 days prior to event); and no waiver from this requirement has been granted
- C. The conduct of the event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route
- D. The conduct of the event will require the diversion of so great a number of other City employees, such as Police, Parks or Streets & Utilities staff, in that adequate staff is not available to complete City assignments
- E. The concentration of persons, equipment, vehicles or animals at the event or assembly sites will substantially interfere with adequate fire and police protection of, or emergency medical service to, areas near such sites
- F. The conduct of the event is reasonably likely to result in violence to persons or property, causing serious harm to the public
- G. The number of events will require the diversion of so great a number of City employees that adequate staff is not available to complete City assignments
- H. The event is to be held for the primary purpose of advertising a product, goods, or services, and is designed to be held primarily for profit
- I. The event site or route will cause too great a disturbance to surrounding residents and businesses
- J. The event site has been utilized in a recurring role in the past year and a determination has been made that the proposed use would be too disruptive to the residents or the natural landscaping
- K. The route has been utilized in a recurring role in the past year and a determination has been made that the proposed route would be too disruptive to residents or businesses
- L. The date or location of the event is in direct conflict with an existing event; or
- M. Any proposed use of public property, right-of-way or facilities will interfere with normal use of the property, right-of-way or facility by the City or the general use

Compliance with other laws. The granting of any Community Event Permit required by this policy shall not eliminate:

- Requirements for any business license or any other permits which may be prescribed 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.

Notice of action on application:

The Director of Events Administration or designee shall normally act upon the Community Event Permit Application required by this policy within two weeks (10 business days) of all requirements being fulfilled, notifying the applicant of the decision. If the application is denied, the reasons shall be set forth in writing.

Approval of the Community Event Permit under alternative date, time, route or conditions:

The Director of Events Administration, in denying an application for a Community Event Permit under this policy, shall be empowered to authorize the conduct of the event on a date, at a time, over a route and under different conditions from that which were requested by the applicant.

Revocation of a Community Event Permit (prior to event occurrence):

A Community Event Permit may be revoked at the discretion of the Director of Events Administration 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 a Community Event Permit (during event occurrence):

A Community Event Permit may be revoked during an event. If a Community Event Permit is revoked, the event must be cancelled and activities must be terminated immediately. The Director of Events Administration or designee has the responsibility to revoke a permit for reasons of health, inclement weather, or public safety. This will be determined by the Director after consultation with the senior safety officer on-site and/or with the City Manager.

Enforcement of other laws:

Nothing contained in this document shall prohibit the authority of any officer to 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, provision of this Code, or ordinances of the City, or unreasonably obstructs the public streets and sidewalks of the City, or if such person engaged in acts that cause or would tend to cause a breach of the peace.

Community Event Committee Members

Representatives from the following City departments attend the Community Event meetings as needed:

- Events Administration
- Police
- Streets & Utilities
- Parks
- Risk Management
- Code Enforcement
- Building Standards
- Engineering
- Recreation Services
- Washington Township Fire Dept.

City of Dublin Services & Support

In this section, all event services provided by the City of Dublin and Washington Township are defined.

Security and Safety Services

The Dublin Police will identify general security issues to consider at your community event. Police officers may be required for traffic control on public roadways and other safety concerns. A private security company may be hired for events on private property. The Dublin Police will work with event organizers to find what meets their specific security needs.

The event organizer will receive an estimate in advance for each potential scenario. Event organizers will normally be charged the following special duty rates for Police services:

- \$37.00 per hour for all officers, with a minimum of 3 hours billed per officer.

For events that require four or more officers, an event supervisor is required. For these special events charges will be:

- \$37.00 per hour for all officers, with a minimum of 3 hours billed per officer.
- \$43.00 per hour for event supervisor, with a minimum of 3 hours billed per supervisor.

In the event that not enough officers sign up to voluntarily work a special event, the event requires that officers be ordered to work, the City of Dublin is contractually required to pay all officers the City's overtime rate for any hours worked. That rate is currently:

- \$130.00 per hour for all officers, including supervisors, with a minimum of 3 hours billed per officer.

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

Any business or individual that has contracted for a special duty officer from the Dublin Police, who wishes to cancel the job must make notification to the Dublin Police or the individual officer at least one hour prior to the scheduled start of the job. If neither the Dublin Police nor the officer is contacted, or the cancellation is made less than an hour prior to the scheduled start of the job the business or individual will be billed for three (3) hours "show up" time for all officers scheduled to work. Contact to cancel a job may be made to the Dublin Police Communications Center 24 hours a day at: 614-889-1112.

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. Washington Township Fire Department can provide on-site first aid services for a fee (this can be arranged at your Community Event Permit review meeting).

Washington Township Fire Department Emergency Medical Service (EMS) may be summoned by dialing 9-1-1 by cellular phone or land line. The direct-dial phone number of 614-766-1112 may also be used.

Traffic Control and Road Closures

Approval for use of City streets, alleys, sidewalks and parking lots is generally given through the Events Administration Director or designee. A parking plan for use of City, non-City, 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 the City to allow for a road closure, the following must be considered: resident/business impact, detour routes, signage and notification, set up of barricades and directional signage, traffic control and safety.

Road Closures/ Lane Restrictions

The event organizer is responsible for maintaining a minimum 12-foot wide fire and emergency lane through all areas. Events Administration will notify the Washington Township Fire Department and Dublin Police of all road closures. If roads are to be closed or access to certain residents or businesses is restricted, the event organizer is responsible for preparing, printing and distributing a notification letter to all affected residents and businesses. Police Officers and/or Streets & Utilities staff may be required on-site to help with traffic control. For a fee, the Dublin Engineering can provide temporary no-parking signs, traffic cones, road barricades, etc., to secure the road closure. All road closures and lane restrictions will be set up and removed by City of Dublin staff.

In order for an event to request that a Dublin road be closed or lane restricted, the organizers must indicate their intention on the Community Event Permit Application 90 days prior to an event. Those applications that do not meet the following requirements will be denied road closure for their event:

- 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; and
- Any request for removal of on-street parking

Notification Letter to Affected Businesses and Residents

The City of Dublin may be able to provide mailing lists. If you need an address list, a written request listing all affected roads must be made to Events Administration at least six weeks before your event. (This written request can be submitted with your Permit Application.) All affected businesses and residents must receive a notification letter at least 30 days prior to the event. Failure to properly distribute the notification letter could result in cancellation of your Community Event Permit. Letter must receive approval from Events Administration prior to being mailed.

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 are available from Engineering for a fee. The event organizer is responsible for the collection and return of such signs at the conclusion of the event. If the temporary no-parking signs and stakes are not returned, a fee will be charged to the event organizer for City staff labor time to collect the signs.

Parking

Vehicles may not be parked or driven on sidewalks, bike paths or City-owned grass area without approval.

City property

The City of Dublin can provide temporary directional signage for event parking, reserved parking and handicapped parking.

Private parking

The City of Dublin can provide temporary directional signage for event parking and reserved parking to complement your parking plan.

Signage

Please describe and indicate the location of all on-site (City property only) directional and promotional signage to be used during and around 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.

On-Site Signage

On-site community event signage to be used ONLY for the duration of the event, with the exception of banners, does not require a temporary sign permit but must be in compliance with Dublin code. On-site hanging banners require a temporary sign permit and may be erected for a maximum of 14 days. A temporary sign permit may be obtained from Code Enforcement, at 614-410-4647, and a copy must be submitted to Events Administration.

Directional Signage

A temporary sign permit also is required for placement of directional signs. Prohibited sign locations include: any public right of way; any location where the view of approaching and intersecting traffic would be obstructed; any private property sites without prior written authorization granted by the property owner; any site along the State Route 161 median strip.

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 Community Event Committee for the estimated size of your attendance. Please include provisions for people with disabilities. Restrooms in City parks and facilities will be cleaned, repaired and maintained by Parks custodial during your event. Fees may be incurred for this service.

Litter Prevention

The event organizer is responsible for maintaining the event in a clean and orderly condition both during and after the event. The event organizer may be required to rent a dumpster at his expense. The cost of any litter clean up beyond normal daily routine will be charged to the event.

Litter containers are available through Keep Franklin County Beautiful, Inc., located on the west side of Columbus. Call 614-485-9007 to arrange purchase and pick up. Recycling containers may be available from the Solid Waste Authority of Central Ohio (SWACO), 614-871-5100, 4239 London-Groveport Rd. in Grove City. If the event is held on City property, the City may require the event organizer to secure a dumpster with size and placement to be determined by the City.

Fees for City Services & Equipment

If the event organizer requests City services or if the Community Event Committee has determined that City services are necessary to hold a safe and successful event in the City of Dublin, the event organizer will be invoiced for those services at the conclusion of the event. In addition, fees will be assessed for use of City equipment.

An estimate of the cost of City services and equipment will be provided to the event organizer after the initial meeting with the Community Event Committee. This estimate could be affected by weather, changes made by the event organizer, crowd size and other factors.

After the event, Dublin Finance will send the event organizer an invoice outlining the cost of the services provided by the City. Payment is due upon receipt.

Building Inspections, Tents, Temporary Structures & Electrical Issues

Dublin Building Standards and the Washington Township Fire Department welcome the opportunity to work with you to make certain that all safety issues are addressed and liability issues are minimized for your event. Please review the notes below to determine what services your event may require.

Tents

- Tents 200 square feet or larger will not be erected, maintained or used without a permit from the Washington Township Fire Department. A Flame Resistant Certificate for the tent must be submitted to the Washington Township Fire Department, located at 6200 Eiterman Rd., for the issuance of a permit. There is a cost for the permit. A check made payable to the Washington Township Fire Department shall accompany the tent permit application. Please call 652-3920 if you have questions regarding tents.
- Each tent must have a minimum clearance of three feet surrounding it on all sides. In the case of multiple tents this means a total of six feet or more between each structure. Each tent must have a working fire extinguisher at the time of inspection and for the duration of the event.
- Ohio Utilities Protection Service (OUPS) must be contacted at 800-362-2764 at least 48 hours before tents are erected to mark area utilities. Proposed tent locations must be indicated on event application.

Temporary Structures

- A permit for temporary structures (sales trailers, etc.) must be secured through Dublin Building Standards. The permit cost is \$70. Event organizer must submit layout drawings of the event site attached to the Permit Application, or at a minimum of 30 days in advance of the event in triplicate to Dublin Building Standards, 5800 Shier Rings Road, Dublin, OH 43016. Information required includes location of tents, platforms and bleachers and the erection or modification of any building or structure. Drawings will indicate electrical, propane and plumbing service requirements for such items as special lighting, needs for cooking, portable generators, sound systems and portable toilets.
- Field inspections will be required to verify installation in accordance with approved plans. Please call Dublin Building Standards at 614-410-4680 at least 48 hours in advance of your event set-up to schedule your inspection. Set-up must be ready for inspection by 1 p.m. on the day before the event. Or, if the event takes place on Sunday or Monday, by 1 p.m. on Friday. After hours and weekend inspections are available for a fee of \$85 per hour for a minimum of three hours.
- All electrical and construction work must be done by Dublin-registered contractors. To become a registered contractor, contact Dublin Building Standards at 614-410-4670. Please note that all outdoor extension cords must be 3-prong UL listed extension cords.

Entertainment

Parades, Processions, Bike and Foot Races

City road closures for the use of parades, processions, bike and foot races, etc., must be indicated on the Permit Application and accompanied by a detailed suggested route map. The Director of Events Administration or designee will have final approval of the route. The Community Event Committee will work with you to determine the best route possible.

Fireworks

Fireworks permits are obtained from the Washington Township Fire Department, 6200 Eiterman Rd. The fire department and the Dublin Police both must approve fireworks sites. Contact shall be made with the fire department to review all fire code requirements concerning firework displays. A fee will be charged for the fireworks permit. Please attach a copy of the fireworks permit to the Permit Application.

Amusements & Attractions

Dublin Building Standards and Washington Township Fire Department must inspect all amusements and attractions, such as rides, inflatables and haunted houses. Rides also need to be inspected by the Ohio Department of Agriculture.

Noise Ordinance

Individuals or organizations are solely responsible for ensuring that the event complies with ordinances of the City of Dublin. The complete Noise Ordinance is viewable on the City's Web site at www.dublin.oh.us.

Individuals or organizations must not create noise that can be clearly heard from a distance of 50 feet and is disruptive to any person of normal sensitivity.

Construction operations shall only take place between 7 a.m. and 9 p.m. Requests may be made to the City Manager to extend these hours on a project-by-project basis.

The loading and unloading of commercial waste containers may only take place between 7 a.m. and 9 p.m. if the container is located within 500 yards of a residential area. Inappropriate creation of noise or violation of construction and commercial waste removal hours are subject to penalty.

Noise violation exceptions include:

- Construction operations conducted by the City of Dublin
- Operation of safety/emergency equipment, warning sirens & emergency vehicles
- Sound emanating from scheduled events conducted, sponsored, or permitted by the City of Dublin and Dublin City Schools
- Emergency work authorized by the City of Dublin

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 price 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.

The Temporary Food Service Permit cost is \$25 per day for up to five days for 2011. Health and licensing inspectors will visit the event and have the authority to close any food/beverage sales operation not in compliance with Health and Licensing regulations. All permits must be clearly displayed. Ohio and Dublin Fire Codes do not permit cooking inside tents. For further information on food and beverage guidelines, please call the Franklin County Health Department at 614-462-3160 or visit www.myfcph.org.

The type of permits and fees may vary for events that occur in Dublin but outside of Franklin County (i.e. Delaware or Union counties.)

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 614-387-7407 or www.com.ohio.gov/liqr/. Please attach a copy of the permit and/or the license to the community event application.

If the event location is on City property, a written request for the use of alcohol must be submitted to City Council for review at least 90 days prior to the event and after obtaining conditional approval for a Community Event Permit by the Community Event Committee. Please send a copy of the written request to the Director of Events Administration.

The event organizer is responsible for checking the identification of all persons being served alcohol and for ensuring all persons acting as servers are age 21 or older. It is also the volunteer servers' responsibility to make sure that intoxicated persons are not served. If the event is sponsored or co-sponsored by the City of Dublin, or it is held on City property, a list must be submitted with the names of the volunteer alcohol servers. In addition, those named on the list will be required to attend an education session conducted by Dublin Police prior to serving (additional cost may apply). Included in this session will be an overview of the liquor laws and the individual's liability in enforcing them. Even if the City is not a co-sponsor, the educational seminar for servers is encouraged.

Proof of Liquor Liability Insurance in the minimum amount of one million dollars on an "occurrence" basis, naming the City of Dublin as an additional insured is required if the sponsoring organization and/or server is in the business of distributing/selling alcohol. A copy of the certificate must be provided to Events Administration at least 30 days prior to event. Event organizers must comply with all Ohio laws.

City Properties

Event organizers may secure park facilities, shelter houses and grill areas by completing and submitting a Request Form found at www.dublin.oh.us/recreation/rental/ or by calling the Dublin Community Recreation Center at 614-410-4550. All rules and regulations provided for City parks must be followed. Due to increased demand for City parks as community event sites, please reserve space for your event as early as possible.

City Parks & Facilities

Following are the fees to rent park facilities:

- Reservation and use of ball diamonds, athletic field lighting and light towers:
Reservation Fee - \$50 per diamond daily Non-profit/ \$100 For-profit
Use of lighting - \$6 per diamond hourly

- Reservation and use of all Scioto Park and Coffman Park shelter houses and amphitheaters, and the Coffman Park Pavilion per hour:

Shelter houses -	\$5 Residents/\$12.50 Non-residents
Coffman Park Pavilion -	\$12.50/hr or \$100/day Residents (+\$100 refundable deposit)
	\$25/hr or \$200/day Non-residents (+\$100 refundable deposit)
Amphitheater -	\$10 Residents/\$20 Non-residents for Community Stage

Please note these park rules:*

- No alcoholic beverages permitted in City parks, excluding identified City celebrations
 - Pets must be on a leash
 - Fires permitted in grills only
 - Use trash receptacles provided
 - Park hours are normally from dawn to dark unless prior approval is granted
- * *Other accommodations may be made through the permit process if necessary.*

Post-Event Site Evaluation

Permit holders not returning the park(s) in the same condition as it was secured before their event shall be billed for clean up or repair services as recommended by Parks staff. Clean-up costs are calculated at \$100 per hour/per person.

A post-event site evaluation will focus on these items:

- Have all event-related items (blocks, lumber, chairs, tables, signs, etc.) been removed?
- Have all tent stake holes been patched or repaired?
- Has all trash been picked up and removed?
- Has the water feature/fountain been cleared of debris?
- Have all hard surfaces been cleared of stains?
- Have any trees, shrubs, flowers, or turf been damaged?
- Have any light poles, park furniture, sculpture, or water feature/fountain been damaged?
- Has the irrigation system been damaged?
- Have all electric panels and outlets been closed and secured?
- Has the area been cleared of all animal waste?

Community Event Equipment Rental Policy

The City of Dublin has a portable stage available for rental for community events. The stage is only available for rental within 25 miles of Dublin. Full payment of stage rental and labor must be made at least 2 weeks in advance.

Equipment Rental Fees

<u>Equipment</u>	<u>Cost Per Day</u>
Mobile Stage (Showmobile) - with or without stage extensions	\$ 750 (plus labor)
Labor - delivery, set-up, tear-down	\$ 900

Reservations

Priorities in reserving the stage are:

- City of Dublin Events Administration
- Other City of Dublin departments/divisions
- City of Dublin non-profit, community and service organizations
- City of Dublin businesses
- Non-profit organizations within 25 miles of the City of Dublin.

Reservations will be taken beginning every January for the current year. The City of Dublin Events Administration reserves the right to refuse rental of the stage for any event deemed a potential hazard to the stage or its operators, or any event deemed not in the best interest of the City of Dublin or general public. A reservation form is available at www.dublin.oh.us/cr/guidebook/. The stage is not available for individual use/rental.

Rules & Regulations

It is understood that the group or organization using the Mobile Stage will comply with the laws of the State of Ohio, the City of Dublin, and the following rules set forth by Events Administration:

- The stage will not be altered in any way (including hard wiring into the electrical box).
- Groups will be responsible to see that no drugs or intoxicating liquors are used by persons on the stage.
- Groups will be responsible to see that all activities are properly controlled and supervised. Plans for program, supervision and control will be asked to be seen prior to scheduled event. Groups are responsible for cleaning up the area following the event.
- Groups will assume responsibility and liability for all persons in attendance. The City of Dublin will require a certificate of insurance evidencing the liability protection of \$500,000 bodily injury and \$500,000 property damage with the City of Dublin shown as additional insured.
- Groups assume responsibility for any damage to the stage during the period of use.
- Detailed event schedule must be submitted at least one month prior to stage use outlining specific use of stage, performers and number of performers to use stage.
- Stage set-up location must be on hard surface such as concrete or asphalt (turf is not permitted).
- City of Dublin will not be liable for damage to concrete, asphalt or turf during delivery, set-up, tear-down, departure or any other time while the stage is being rented.
- The use of staples, nails or any type of tape or adhesive is not permitted to be attached to the stage.

Stage Delivery & Set-Up

The group requesting the stage shall have a representative present at site one (1) month prior to use to meet with the Events Administration representative who will be delivering unit to determine route to deliver stage and decide if route is adequate for delivery of stage. Location for set-up will be approved by City employee at this time.

The group requesting use of stage shall have a representative present at the site at the time the unit is scheduled to arrive. This representative is to direct placement of the stage and accept delivery. The stage will be delivered at the hour specified. Please make sure you allow for a minimum of three-hour set-up prior to the start of the event. The use of the stage extension requires additional set-up time. Any additional time needed, such as sound and light set-up and takedown for performers, must be included within the time specified on the application.

City employees will not be responsible for, nor will assist in set-up of any other equipment other than the stage. For multi-day events, a representative of Dublin Parks will determine prior to rental whether it is necessary that the stage be removed from the site each day. If stage is not kept overnight, the renter will cover labor costs for removal and delivery for next day's use. If stage is stored on site overnight, a certified security guard is required to be on site with the stage.

Cancellation

Cancellation on part of the lessee must be made no later than 48 hours prior to the event. Arrangements must be made during normal business hours. One-half of the fee will be refunded.

In the case of inclement weather, rental fee will be refunded if cancellation is made prior to stage leaving its storage area. In the event of inclement weather where no cancellation is made until stage arrives at the site, lessee will be refunded 1/4 of daily amount paid. In the event the stage is set-up prior to cancellation decision is made, the daily fee is not refunded.

In the event that for any reason Dublin Events Administration cannot fulfill any part of the agreement, the Lessee recovery is limited to full refund only; the City shall have no further responsibility.

Insurance Coverage

Requirement

Event organizers will be responsible for any and all damages caused by their organization, volunteers, employees, participants and spectators. In order to protect the City against financial loss arising from any incidents or accidents that may occur, the sponsoring organization, permit holder or host establishment may be required to obtain a comprehensive general liability insurance policy for bodily injury and property damage arising for the event.

See attached City of Dublin Event Insurance Guidelines.

This requirement may be waived when it is necessary to comply with any federal, state, or local law, statute, regulation or constitutional provision. In addition, the City, in its sole discretion, may waive the insurance requirement.

Indemnity/Hold Harmless Agreement

The Hold Harmless-Indemnification Agreement in the Permit Application must be signed by an authorized representative of the sponsoring organization.

Americans With Disabilities Act

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

Hotel/Motel Tax Fund

A Hotel/Motel Tax or “Bed Tax” fund has been created to offset the costs of qualifying community events. It is distributed on a first-come, first-served qualified basis on the recommendation of the Finance Committee with the approval of City Council. Refer to the enclosed brochure for application details.



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

Administrative Order 5.12
TO: Director of Finance and Director of Community Relations
FROM: Jane S. Brautigam, City Manager
SUBJECT: Policy & Fee Schedule Governing the Rental of City Equipment for Special Events and Fees for Related City Services
DATE: January 7, 2003
Supersedes and Replaces Administrative Order dated 12/01/00

I. PURPOSE

The purpose of this Administrative Order is to establish a fee schedule and a policy governing the rental of City special events equipment. Any questions or inquiries regarding this Administrative Order should be directed to the Department of Finance or Community Relations.

II. POLICY

In an effort to recover the costs of "wear and tear" on City equipment when rented for special events, other than those events listed in Ordinance 33-95, Section 5, the attached fee structure is hereby adopted. The list of equipment identified in the attached fee schedule is subject to change as items are purchased or retired and equipment inventories are updated.

It is the policy of the City that equipment may be rented by Dublin residents and special event organizers whose events take place in the City of Dublin. Non-residents or organizers whose events will be held outside the City of Dublin may also rent such equipment, however, such individuals or organizations must receive special approval from the City Manager and/or Director of Community Relations prior to rental of the City equipment. For the purpose of safety, and to preserve the integrity of City equipment, the City Manager and/or Director of Community Relations reserves the right to require anyone renting City equipment to pay the required fee for City employees to deliver and pick-up, set-up and tear-down the equipment being rented as well as accompany the equipment at all times. Special Event Organizers are responsible for obtaining any and all applicable building permits related to movement, set-up or teardown of rented equipment. A pre-

rental and post-rental checklist will be completed by City Staff to verify the condition of the equipment before and after each use.

III. FEE SCHEDULE

The attached fee schedule applies to equipment rented from the City. Dublin Community Relations is responsible for verifying that equipment is returned in proper condition. If the rented equipment is returned damaged, the individual or organization shall be responsible for the cost of repair or replacement of the equipment, at current replacement cost. Any equipment returned late may incur an additional rental fee. The attached Equipment Rental Form shall be completed prior to the release of the equipment. Equipment rental fees, and any staff time necessary to execute equipment rental, will be invoiced by the City's Department of Finance, along with any other costs for City services, to the event organizer subsequent to the special event taking place.

When equipment is rented pursuant to Section II of this Administrative Order for events that are not sponsored or supported by Dublin Community Relations, the attached equipment Rental Form shall be completed prior to the release of the equipment, and all rental fees shall be collected prior to the equipment leaving the premises.

IV. FEE WAIVERS AND ADJUSTMENTS

Fee waivers and/or adjustments may be made at the discretion of the City Manager to a maximum of \$750 for equipment rental and staff time necessary to execute equipment rental.

For fee waivers or adjustments in excess of \$750 the City Manager may recommend waivers or fee adjustments to City Council pursuant to the provisions of Ordinance 33-95, Section 4.



CITY OF DUBLIN

Division of Human Resources
5200 Emerald Parkway • Dublin, OH 43017
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City of Dublin Community Event Insurance Guidelines

The following insurance guidelines shall apply when a festival/event is held on public property and involves:

- Expected attendance of 500 or more people;
- The display of fireworks;
- The sale of alcoholic beverages;
- The operation of carnival rides;
- Races/marathons/sporting events on public roads/parks

The applicant/event producer must comply with the following insurance requirements to be considered for a festival/event permit. The applicant/event producer and the vendors that are contracted by them must purchase and maintain, for the duration of event including setup and dismantling, the following types of insurance at their expense:

1. **GENERAL LIABILITY INSURANCE-** If the applicant is a business or group, a commercial general liability insurance policy, or its equivalent, written on an occurrence basis, with a minimum of \$1,000,000 combined single limit of liability per occurrence for bodily injury, personal injury, or property damage is required. If food or beverages are to be served, then product liability coverage must also be included with a minimum of \$1,000,000 per occurrence.
 - a. Fireworks Displays. If the applicant/event producer intends to display fireworks, and obtains a pyrotechnics permit from the Washington Township Fire Department, or contracts with a pyrotechnic vendor who obtains the permit, then the minimum combined single limit of liability, for all pyrotechnics displays is \$2,000,000 per occurrence. The amount may be increased at the discretion of the City based on potential risk of the event. The company that actually launches the fireworks must provide a liability certificate of insurance for \$2,000,000 per occurrence, including the City of Dublin as an additional insured and listing the date(s) of the event.
 - b. Individual Applicant. If the applicant/event producer is not a business or group, but instead an applicant who is an individual, who expects more than 500 attendees to the event, and/or intends to serve or sell alcoholic beverages at the event, the applicant /event producer must provide proof of personal liability insurance in the amount of not less than \$500,000 combined single limit through either a homeowners policy or other liability insurance policy by submitting a certificate of insurance.
 - (1) If alcohol is served or sold by the individual, the certificate of insurance must specify that incidental/host liquor liability coverage applies for this particular event and specify the date of the event, unless the individual contracts with a City permitted alcohol vendor to serve the alcohol.

- (2) It is recommended that the individual applicant use the services of City permitted alcoholic beverage caterer* to serve the alcohol. In such cases, the individual applicant must provide a certificate of insurance from the permitted caterer evidencing liquor legal liability of \$1,000,000 per claim and aggregate. This certificate must list the City of Dublin as an additional insured.
- c. Notice of Policy Cancellation. All insurance policies must state the City of Dublin will be notified at least ten (10) days in advance of any intent by the insurance company to cancel or non-renew the applicant/event producer's insurance coverage.
2. ***LIQUOR LEGAL LIABILITY INSURANCE- If the applicant/event producer is a business or group and intends to serve alcoholic beverages at the event and applicant is in the business of manufacturing, distributing, selling, or serving alcoholic beverages, or uses the permitted alcoholic beverage caterer to serve alcoholic beverages, then liquor legal liability coverage must be purchased by the actual firm which serves or sells the alcohol. It can be endorsed to the commercial general liability insurance policy or purchased separately. The minimum acceptable limit of liability per occurrence and aggregate is \$1,000,000.***
- a. Host Liquor Liability Insurance- If the applicant/event producer is a business which will serve or sell alcoholic beverages at the event and is not in the business of manufacturing, distributing, selling, or serving alcoholic beverages, then the applicant/event producer's commercial general liability policy, required above, should not include the ISO Form CG 21500989 liquor liability exclusion amendatory endorsement, or similar exclusion limiting coverage for serving or selling alcoholic beverages.
3. **OTHER-** The applicant/event producer and all vendors must list the City of Dublin as an additional insured for the event on all commercial general liability and liquor legal liability insurance policies.

The City reserves the right to require insurance of applicants/event producers and/or vendors for activities other than those specifically mentioned above, or to increase the minimum acceptable limits of liability with the reasonable notice to the applicant/event producer.

The certificate of insurance must be submitted with the City of Dublin Community Event Permit Application. Approval of insurance by the City does not in any way relieve or decrease the liability of the applicant/event producer or vendor. The City does not represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the applicant/event producer or vendor.

All insurance must be placed with insurance companies with an AM Best Rating of no less than B+VI unless otherwise approved by City's Risk Manager.

For further information regarding insurance, please contact:

Dublin Human Resources
Risk Manager/Safety Administrator
5200 Emerald Parkway
Dublin, OH 43017 614-410-4400 ~ 1-800-647-1501

*Contact Risk Manager for current approved caterer list.