



## DEPARTMENT OF PARKS AND RECREATION

# 2017 Sports Tournament Guidebook

**City of Dublin**

**Parks & Recreation**

Dublin Community Recreation Center

5600 Post Rd

Dublin, OH 43017



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# DEPARTMENT OF PARKS AND RECREATION

## Welcome

We are pleased you have chosen Dublin as the site for your 2017 sports tournament. We 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 sports tournament. In addition, the City requires permits and approvals before an event may take place.

In an effort to simplify the application procedures for sports tournament planners, the City of Dublin has prepared this guidebook. The Parks and Recreation staff 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 Sports Tournament 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 614-410-4562 or email me at [krigano@dublin.oh.us](mailto:krigano@dublin.oh.us) once you've had the opportunity to review the enclosed information.

Here's wishing you a great event!

Sincerely,

Kelly Rigano  
Sports Program Supervisor  
City of Dublin Recreation Services



## Sports Tournament 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 sports tournament, 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.

### Step One: Sports Tournament Permit Application & Guidebook

- Complete and return the City of Dublin Sports Tournament Permit Application at least ninety (90) days prior to the event. Use this Guidebook as a reference to complete the application.

### Step Two: Parks and Recreation Reservations Sports Tournament pre-event meeting

- The Parks and Recreation staff will review all information received in the Permit Application packet to assist and prepare for the City of Dublin Sports Tournament Committee meeting. Staff will contact the tournament planner to arrange a date and time to meet.

### Step Three: Sports Tournament/Community Event Committee Meeting

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

## Sports Tournament/Community Event Administrative Policy

*Sports Tournament Committee:* The Sports Tournament Committee consists of City of Dublin staff representing the various departments that may provide a service during an event. These committee members review the Sports Tournament Application and offer suggestions, recommendations, and requirements for approval or denial. The Sports Tournament Committee will meet at least once with the applicant. The individual who is requesting the permit, as well as the on-site tournament supervisors, must be present at the permit meeting.

### Sports Tournament Committee Members

Representatives from the following City departments attend the Sports Tournament Committee meetings as needed:

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

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## **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 Parks and Recreation Reservations.

## **Issue of permit; conditions:**

*Criteria of Issuance of a Sports Tournament Permit.* The Director of Recreation Services and Parks and Open Space, using the recommendations of the Sports Tournament 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 Parks and Recreation 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 Sports Tournament 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 Recreation Services and/or Parks and Open Space or designee shall normally act upon the Sports Tournament 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 Sports Tournament Permit under alternative date, time, route or conditions:**

The Director of Recreation Services and/or Parks and Open Space, in denying an application for a Sports Tournament 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 Sports Tournament Permit (prior to event occurrence):**

A Sports Tournament Permit may be revoked at the discretion of the Director of Recreation Services and/or Parks and Open Space 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 Sports Tournament Permit (during event occurrence):**

A Sports Tournament Permit may be revoked during an event. If a Sports Tournament Permit is revoked, the event must be cancelled and activities must be terminated immediately. The Director of Recreation Services and/or Parks and Open Space 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.

**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 any community event and will, at their sole discretion, determine the amount of security required for safe operation of the event.

- Proof of adequate security is required to issue a permit.
- Sworn law enforcement officers or other approved City staff will be required if they will be posted in streets or roadways.
- A private security company may be hired for events on private or public property, but the plan and suppliers of services must be approved of by the Division of Police.
- The event organizer will receive an estimate in advance for any Dublin Police services.
- Rates for Police services will be set by ordinance and is reviewed and updated yearly.
- All special duty or private special event jobs will be billed at a minimum of 3 hours per job position worked. (A job position is defined as each individual job assignment identified and that is scheduled for 12 hours or less).

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

- \$45.00 per hour for all officers, with a minimum of 3 hours billed per officer.
- \$15.00 per hour for use of a cruiser.

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

- \$45.00 per hour for all officers, with a minimum of 3 hours billed per officer.
- \$52.00 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:

- \$140.00 per hour for all officers, including supervisors, with a minimum of 3 hours billed per officer.

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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 Washington Township Fire Department will identify general first aid and emergency services issues to consider at the community event and, at their sole discretion, will determine the amount of service required for safe operation of the event.

- Proof of adequate first aid is required to issue a permit.
- The event organizer is responsible for making arrangements for first aid and emergency services to be provided on-site and the plan and suppliers of services must be approved of by the Washington Township Fire Department.
- Washington Township Fire Department may provide on-site first aid services for a fee determined by the Township.

## **Traffic Control and Road Closures**

Approval for use of City streets, alleys, sidewalks and parking lots for events will be included in the permit process. 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. Community Relations 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 tournament coordinator 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 Streets and Utilities 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 at a **minimum fee of \$100/hr./staff member.**

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

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## **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 the Rec Services Operations Supervisor at least six weeks before your tournament. (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 Sports Tournament Permit. Letter must receive approval from the Rec Services Operations Supervisor 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 Streets and Utilities for a fee. The tournament coordinator 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, the tournament **will be charged for the sign** in addition to labor costs for picking up 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 Parks and Recreation Reservations.

### **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.



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## Sanitation

Event planners are required to provide a detailed sanitation plan including restroom maintenance and trash removal. Events must include provisions for people with disabilities. **Unless previously approved, all tournaments expecting an attendance of more than 1,000 people per location, at any given time will be required to:**

- 1. Distribute a flyer** provided by the City of Dublin to all participating teams, informing them of the limited plumbing capabilities and requesting tournament participants to use the portable restrooms whenever possible. This will hopefully decrease the possibility of sewer line issues.
- 2. Hire two City of Dublin staff members at \$100/hr/person to maintain the cleanliness of the permanent restrooms and restock supplies as needed.** The City staff will also monitor any issues that arise regarding back-ups, pump failures, etc. and have the right to lockdown the permanent restrooms if use begins to exceed the plumbing capabilities. The City staff must be hired a minimum of 3 hours per day unless determined otherwise by the Event Committee. When additional City services are hired, assigned City staff will check in at the Sports Tournament headquarters at the beginning and end of each shift. To help offset the cost of City Service fees, a Hotel/Motel Tax or "Bed Tax" fund has been created for qualifying community events. For more information, please visit the City's website at <http://dublinohiousa.gov/taxation/hotelmotel-tax-grant/>. Applications are typically due the first week of November.
- 3.** The tournament organizer is responsible for **providing and servicing rented portable restrooms** during events. The following chart will be used as a guide, identifying how many portable stalls should be rented per tournament. The committee will make final decisions based on each specific tournament needs and will dictate the number of portables each tournament must provide. The City must approve locations of any portable restrooms. Please contact the Recreation Services Sports Supervisor at 410-4562 for a list of sanitation companies that may offer discounted rates.

### Number of Portable Stalls Needed Per Tournament:

ATTENDANCE	DURATION OF EVENT PER DAY		
	1-3 hours	4-6 hours	6+ hours
1,000	4	5	6
2,000	6	10	12
5,000	12	20	28
8,000	22	35	45
10,000	26	45	60
20,000	55	95	120

## Litter Prevention & Property Damage

The tournament coordinator is responsible for maintaining the event in a clean and orderly condition both during and after the event. The event organizer will be required to rent a dumpster at his/her expense. A 20 yard dumpster is recommended for attendances larger than 500 people. The cost of any litter clean up post-tournament beyond normal daily routine will be charged to the event **at a rate of \$100/hr.**

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. Free recycling containers are available from the Solid Waste Authority of Central Ohio (SWACO), 614-871-5100, 4239 London-Groveport Rd. in Grove City.



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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.

For a fee, the City of Dublin can use the "street sweeper" to clean streets and/or parking lots prior to and/or after your event upon request or as the City deems necessary.

## 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's Finance Department will send the event organizer an invoice outlining the cost of the services provided by the City. Payment is due upon receipt.

All tournaments using the baseball/softball diamonds will be required to pay a City Services fee at a rate of **\$100/hr/park to maintain and groom the diamonds throughout the duration** of the tournament, unless determined otherwise by City staff. Additional time may be added for preparation of fields. The Park Staff will also determine the availability of the diamonds during unfavorable weather conditions. To plan accordingly, most small tournaments should budget between \$4,000-\$8,000 for City Service fees. Larger tournaments should budget \$15,000-\$21,000 for City Service fees. These estimates can vary depending on the length of tournament, weather conditions, and size of tournament. Again, to help offset the cost of City Service fees, a Hotel/Motel Tax or "Bed Tax" fund has been created for qualifying community events. For more information, please visit the City's website at <http://dublinohiousa.gov/taxation/hotelmotel-tax-grant/>.

## 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 400 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. **The permit application must be submitted at least 10 days prior to the event** and there is a cost for the permit. A check, made payable to the Washington Township Fire Department, shall accompany the tent permit application.
- 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. Additional fees may be assessed to tournaments wanting to place a tent outside the designated tent area boundaries.



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## Temporary Structures

- A permit for temporary structures (sales trailers, etc.) must be secured through Dublin Building Standards. The permit cost is \$70. The tournament coordinator 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 to schedule your inspections, at least 48 hours in advance of your event set-up. 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 \$75 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

### 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.dublinohiousa.gov](http://www.dublinohiousa.gov).

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.

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



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## 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 for up to five days. Licensed caterers need not apply for this permit but must comply with Health Department regulations. 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.

*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.)*

Tournaments partnering with local food trucks must ensure that each food truck has its own power supply. Under no circumstance is it acceptable to run power or extension cords to City buildings. All food trucks are required to have a fire extinguisher and if it has a fire suppression system, it must be in working order. It is recommended that tournament organizer(s) meet with each food truck vendor to determine their on-site location prior to the tournament.

## City Parks & Facilities

All non-recreational (middle tier and competitive) clubs and/or organizations will be charged a field use fee for any tournaments played on City athletic fields. All tournaments using City property will require prior written authorization from the City of Dublin.

Below are the fees to rent park facilities:

<u>Baseball/Softball Fields (see baseball field use policy for definitions):</u>	<u>Fees</u>
• Dublin Youth Athletics:	Fee Waived
• Dublin-Based, Non-Profit Organizations/Independent Teams:	\$100 per field/day
• Non-Dublin, Non-Profit Organizations and teams:	\$150 per field/day
• For-Profit Organizations:	\$200 per field/day
• Field Lighting – (Fee waived for Dublin Youth Athletics)	\$25 per field/hour

<u>Soccer Fields:</u>	
• Dublin Soccer League:	Fee Waived
• Dublin-Based, Non-Profit Organizations:	\$100 per field/day
• Non-Dublin, Non-Profit Organizations:	\$500 per field/day
• For-Profit Organizations:	\$1000 per field/day

Please note these park rules:\*

- No alcoholic beverages permitted in City parks, excluding identified City celebrations
- Pets must be on a leash
- Fires are not permitted in parks; open flames within grills are acceptable with permit 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. For any damaged property, the tournament will be charged at a rate of **\$130/hr.** plus any additional costs for repairs.

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?
- 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?

## Insurance Coverage

### Requirement

Sports Tournament 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. For more information, please visit the City's website at <http://dublinohiousa.gov/taxation/hotelmotel-tax-grant/>. Applications are typically due the first week of November.

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## City of Dublin Sport Tournament 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
- Operation of inflatable jump houses/ bounce house.

The applicant/event producer must comply with the following insurance requirements to be considered for a sports tournament 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.



# DEPARTMENT OF PARKS AND RECREATION

- 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. Commercial Bounce Houses are permitted in designated areas in selected community parks. The City of Dublin requires that all Bounce Houses in community parks obtain an Inspection Permit from Washington Township Fire Department. Bounce House vendors must provide a valid "Amusement Ride Safety License" issued by the Ohio Department of Agriculture and proof of liability insurance. The public is not permitted to bring their personally owned equipment. Bounce Houses shall not remain in City parks overnight. Bounce Houses shall be set up and removed only by trained and qualified representatives of the Bounce House Company in compliance with the manufacturer's specifications. Bounce Houses shall be free standing and weighted. Stakes may permitted in designated areas only within in City parks upon City approval. Confirm location prior to event. Bounce Houses shall not be tied or tethered to trees, tables or other park amenities or structures.
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 Sport Tournament 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 the B+VI unless otherwise approved by City's Risk Manager.

For further information regarding insurance, please contact:  
Dublin Human Resources  
Risk Manager/Safety Administrator  
6555 Shier Rings Rd.  
Dublin, OH 43017 614-410-4400 ~ 1-800-647-1501

