



REQUEST FOR PROPOSALS

SEALED PROPOSALS will be received in the Parks and Recreation Department at 6555 Shier Rings Road, Dublin, Ohio 43016 until 2:00 P.M. ET, **August 14, 2026**. All qualified firms are invited to submit proposals to the City of Dublin for the following:

Ice Skating Rink

SUBMIT: One (1) bound copy OR a digital .pdf format file of all requested documentation must be received on or before 2:00 P.M. ET, August 14, 2026

ADDRESS BOUND COPIES TO: City of Dublin
Parks and Recreation Department
Attention: Marja Keplar
6555 Shier Rings Road
Dublin, Ohio 43016

E-MAIL DIGITAL COPY TO: mkeplar@dublin.oh.us

MARK OUTSIDE OR SUBJECT LINE: RFP – Ice Skating Rink

INTRODUCTION

General Information

The City of Dublin, Ohio is requesting sealed proposals from qualified ice rink management companies to purchase, install, operate, maintain and store an outdoor seasonal ice rink for public use.

The initial term of the contract shall be two (2) years. At the sole discretion of the City, the contract may be renewed for up to two (2) additional one (1) year terms, based on the Contractor's satisfactory performance and continued agreement on contract terms.

The City will evaluate the Contractor's performance following each skating season and will notify the Contractor of its intent to renew no later than thirty (30) days after the conclusion of each season.

The operator shall collect revenues generated through the operation of the ice rink, including admissions, skate rentals, and other approved activities. As part of its proposal, the operator shall identify any proposed revenue-sharing arrangement and/or assumption of operating costs. The final compensation structure will be negotiated and incorporated into the contract.

About the City of Dublin

Proposers are encouraged to visit the City's website at <http://www.dublinohiousa.gov> to learn about the City's history, events, activities, projects and initiatives.

Project Background

Envisioned as one of Dublin's most important civic and natural spaces, Riverside Crossing Park encompasses both sides of the Scioto River at the interface between destinations, neighborhoods, the Dublin Link pedestrian bridge and the river.

The East Plaza features upper and lower plaza terraces, pavilion, restrooms, greenspace for events, seating areas, overlooks, water features and an interactive bouldering play area.

The West Plaza landing connects the bridge and the heart of Historic Dublin. Still in its early planning stages, the west side of the park will accentuate the natural beauty of the riverbank, with connections to the Indian Run greenway, water access and trail systems.

Dublin's planned Christkindlmarkt (Nov. 18–Dec. 24, 2026) is a new, European-style holiday market at Riverside Crossing Park featuring vendors, seasonal food, and festive entertainment, intended to establish a signature winter event and community tradition.

Given the event's multi-week duration, high attendance and central role of winter-themed attractions, a temporary ice rink is a key anchor amenity. Its operation, along with installation and removal, must be carefully coordinated with overall event setup, vendor layout, and park restoration to ensure safe, efficient use of the site before, during and after the market. For more information the following website is available as reference: <https://christkindlmarktdublin.com/>. Also, attached is the draft layout for the ice rink and event space for the Christkindlmarkt for reference.

For more information about Riverside Crossing Park, proposers are encouraged to visit the City's website to learn more at <https://dublinohiousa.gov/riverside-crossing-park/>

SCOPE OF WORK AND SERVICES

Summary

In accordance with sound engineering practices and acceptable methods of design associated with the ice rink industry in general, the successful operator will plan, operate, produce, direct and provide all services, labor and materials necessary for the

ice rink and will work with the City of Dublin to provide a high-quality seasonal ice rink skating experience for the public.

Period of Performance

In coordination with the planned Christkindlmarkt Event at the park, services shall be provided following the schedule below:

Rink Installation	October 5-12, 2026. Significant ice rink set up shall be completed <u>in advance of the set up for the Christkindlmarkt</u> , which will begin October 12, 2026.
Rink Operations	November 18, 2026 – March 15, 2027, weather permitting and in coordination with the operating hours of the planned Christkindlmarkt, all other hours are to be included in the proposal.
Rink Removal	March 15, 2027 – April 1, 2027

A preliminary schedule for the Christkindlmarkt set up, event operations and tear down is attached for reference; however, is subject to change based on weather conditions and other unforeseen situations.

Operator Deliverable Materials

- a. Modular rink piping grid system for a minimum 40' X 80' ice rink. Skating surface must be all ice. Synthetic ice surface will not be accepted
- b. Acceptable refrigeration to achieve ice conditions to support operation in 55-degree Fahrenheit temperature or less, including all pumps, hoses, expansion tanks, etc.
- c. Propylene glycol coolant, transfer pump and storage containers
- d. Insulation and vapor barriers (as required)
- e. Modular railing system with clear acrylic panels
- f. Appropriately sized skate changing area immediately beside ice rink with benches, including rubber flooring sufficient to protect underlying surfaces
- g. Appropriate number of rental skates for use during the season
- h. Supply and install racks to accommodate skates and equipment necessary for skate repairs
- i. Ice resurfacing equipment (Zamboni), various ice maintenance tools and staff to operate/maintain the ice rink and surface accordingly
- j. Certified electrician at site during installation to make all electrical connections to refrigeration unit (as required)
- k. Protection of all hoses and electrical cords associated with the ice rink operation in accordance with City Code
- l. Fencing or barricades to control entry/exit and around all equipment as necessary
- m. Ticket sales/skate rental office structure in very close proximity to the skate changing area/ice rink

- n. First aid supplies and general first aid response for public users
- o. Weather protected and secured storage of contractor's supplied tools and equipment during the term of the operation
- p. Appropriate ice rink lighting and portable sound system to provide holiday, family-friendly popular music selections and public safety announcements
- q. All labor, materials and designs set forth by the rink operator shall be in compliance with the latest published codes governed by local jurisdiction

Operator Responsibilities

- a. Project management to include installation, removal and storage of a modular ice rink and equipment
- b. Supervision and general labor of set up and strike
- c. Professional installation of all of the foregoing by competent technicians holding the appropriate licenses and certifications, as well as transportation and freight to and from the location of all equipment and supplies. In addition, all travel expenses for all professional personnel
- d. All day-to-day management and operational staffing of the facility, including points of sale, skate rental functions, safety monitor function and maintenance of the ice rink
- e. Upon reasonable notice, City of Dublin may require the operator to provide additional items necessary for the safe and efficient operation of the ice rink

City of Dublin Responsibilities

- a. Connection to electrical power to achieve continuous three-phase, 480-volt, 400-amp electrical capacity for connection of refrigeration system
- b. Single phase, 110-volt power source for installation, operation and strike
- c. Electrical and water utility fees associated with the ice rink operation
- d. Water supply near the site for water replenishment to the ice rink
- e. Coordination of all permits and licenses
- f. Grounds keeping around the outside of the ice rink, trash removal, etc.
- g. Restrooms near the ice rink operation
- h. Limited marketing and public relations support based on resource availability

Warranty

All labor and materials will be covered by warranty for the entire seasonal operation. Any rink defects or deficiencies due to the installation or operation of the ice rink by the operator will be repaired and rectified in a reasonable time frame in order to minimize impacts to the day-to-day operation of the rink.

PROPOSAL SUBMITTALS

a. Required Content

Failure by any Proposer to respond to a specific requirement may result in disqualification. The City of Dublin reserves the right to accept or reject any or all

proposals. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited by the proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of the RFP and the applicable law and/or regulations will not be processed.

All costs incurred by the Proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the proposer.

The information provided by the contractor selected for contract award will form the basis for negotiation of a contract. The City of Dublin reserves the right to issue a contract without further negotiation using the information contained in the RFP. Failure of a prospective contractor to accept this method of contract development will result in cancellation of the award.

b. Proposal Format

The proposal format requirements are designed to aid Proposers in their proposal development to provide a structured format for reviewers to systematically evaluate multiple proposals.

Proposals must be submitted in either three (3) bound copies of the proposal packet or a digital file in .pdf format.

The Proposer is to demonstrate the technical capabilities, professional qualifications, past project experiences and knowledge within the industry. Proposals must address all the points outlined herein as required, in the following order.

1. **Transmittal Letter:** A transmittal letter must be submitted with the proposal which shall include:
 - a. The RFP subject "Ice Rink Proposal"
 - b. Name of the company responding, including mailing address, e-mail address, telephone number and name of the primary contact representative
 - c. The name AND signature of the representative authorized to make decisions, binding the firm into a contract
2. **Qualifications and Experience:** To better understand the team who will be assigned to this project, please provide the following:
 - a. A brief description of the company, organization structure, location of principal offices, number of professional personnel
 - b. A qualification summary containing a description of the company's qualifications and the personnel supporting the operation
 - c. The name and relevant experience of the principal in charge
 - d. A minimum of three (3) past projects completed that are similar in size and scope. Please include pertinent information about each of the ice rink operations such as number of participants, size of rink, pictures, number of incidents/accidents/injuries and insurance claims

- e. Include any unique approaches that have been successfully implemented to overcome challenges with previous ice rink operations
- 3. **Project Understanding and Approach:** Describe the overall approach to be used to meet the scope of services identified in this RFP, to include:
 - a. Details of deliverable materials, including type and age of equipment
 - b. Submit a proposed layout of the rink area and all supporting operation structures, equipment, trailers, etc.
 - c. Provide a detailed schedule for the project within the period of performance provided.
- 4. **Business Model:** Revenues associated directly with the operation of the ice rink are to be collected and attained by the operator. Describe the business model that will be executed to perform the services included in this RFP, to include:
 - a. Preferred hours of operation for each day of the week
 - b. Skate rental fee and amount of time allotted to each skate rental
 - c. Cross-promotional opportunities and/or partnership ideas with local businesses, not-for-profit organizations and/or the City for the benefit of the operator, the Dublin community and local economy
 - d. Proposed financial model, including any revenue-sharing arrangement with the City and/or the proposer's willingness to assume utility, marketing, staffing, or other operating costs associated with the ice rink. Clearly identify the proposed percentage or amount of any revenue sharing and describe how revenues and expenses will be allocated between the parties
 - e. Ancillary operations to support the public experience (i.e.: special events, concessions, etc.)
 - f. Ability and flexibility to expand operations, rink size and/or location due to other permitted events and as public demand increases

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated based on the factors outlined within this section, which shall be applied to all eligible, responsive proposals in selecting the successful Proposer.

The evaluation criteria will be based on a point system associated with the following factors:

- a. Qualifications and Experience** (Maximum of 10 points for each item)
 - 1. Qualifications, knowledge and experience of the Company and staff assigned to the operation
 - 2. Assessment of the availability and ability of the personnel to perform the project scope in a timely and efficient manner
 - 3. Past experience with projects of similar size and scope
 - 4. Demonstrated knowledge of ice rink standards and familiarity with ice rink operations

5. Unique approaches to overcoming challenges that have been successful elsewhere
- b. Project Understanding and Approach** (Maximum 10 points for each item)
1. Contractor's understanding of the overall project and ability to produce high quality deliverables
 2. Proposed layout of the ice rink, operation structures, trailers, equipment, etc.
 3. Submitted schedule for the project
- c. Business Model** (Maximum of 10 points for each item)
1. Preferred hours of operation for each day of the week
 2. Skate rental fee and amount of time allotted to each skate rental
 3. Cross-promotional opportunities and/or partnership ideas with local businesses, not-for-profit organizations and/or the City for the benefit of the operator, the Dublin community and local economy
 4. Financial model, including proposed revenue sharing, allocation of operating costs, and overall value to the City
 5. Ancillary operations to support the public experience (i.e.: special events, concessions, etc.)
 6. Ability to expand operations, rink size and/or location due to other permitted events and as public demand increases

DEADLINE

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSAL. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. EMAIL, TELEPHONE, OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

PROPRIETARY AND/OR CONFIDENTIAL INFORMATION

Your proposal or bid is a public document under the Ohio Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid or proposal.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12 point type, in the upper right-hand corner of the page. *All information not so denoted and identified shall be subject to disclosure by the City.*

QUESTIONS AND COMMUNICATION

This Request for Proposal is being issued by the City of Dublin Parks and Recreation Department. Please direct all questions or request for clarification of this RFP via email only to mkeplar@dublin.oh.us.

SELECTION PROCESS

A selection team will review and evaluate the proposals. The selection team members will complete evaluation forms, scoring each item giving consideration to information provided in the proposals.

The selection team may elect to interview firms, but reserves the right to award the contract based upon the City's review and ranking of proposals.

The City of Dublin reserves the right to reject any or all proposals, or any parts thereof, waive informalities, negotiate terms and conditions, and to select an Offeror that best meets the needs of the City of Dublin.

GENERAL TERMS AND CONDITIONS

a. Public Record

After an award is made, copies of the proposals will be available for public inspection, under the supervision of the City's Parks and Recreation Department from 8:00 a.m. to 5:00 p.m., Monday through Friday, at 6555 Shier Rings Road, Dublin, Ohio.

b. Proprietary Information

The contractors are asked for any restriction on the use of data contained in their responses and told that proprietary information will be handled in accordance with applicable laws, regulations and policies of the City of Dublin. All proprietary information shall be labeled as such in the proposal.

c. Acceptance of Proposal Content

Before submitting an offer, each respondent shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the performance of the contract and to verify any representations made by the City upon which the offer will rely. If the offeror receives an award as a result of its proposal, failure to have made such investigations and examinations will in no way relieve the offeror from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the consultant for additional compensation.

Dublin Christkindlmarkt Set Up, Operation and Tear Down Schedule – 2026 (Subject to Change)

SET-UP DAY 1

Set-up Date

10-12-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 2

Set-up Date

10-13-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 3

Set-up Date

10-14-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 4

Set-up Date

10-15-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 5

Set-up Date

10-16-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 6

Set-up Date

10-17-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 7

Set-up Date

10-18-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 8

Set-up Date

10-19-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 9

Set-up Date

10-20-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 10

Set-up Date

10-21-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 11

Set-up Date

10-22-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 12

Set-up Date

10-23-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 13

Set-up Date

10-24-2026

Set-up Start Time

9:00 am

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6:00 pm

SET-UP DAY 14

Set-up Date

10-25-2026

Set-up Start Time

9:00 am

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6:00 pm

SET-UP DAY 15

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10-26-2026

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SET-UP DAY 16

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10-27-2026

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SET-UP DAY 17

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10-28-2026

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SET-UP DAY 18

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10-29-2026

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SET-UP DAY 19

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10-30-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 20

Set-up Date

10-31-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 21

Set-up Date

11-01-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 22

Set-up Date

11-02-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 23

Set-up Date

11-03-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 24

Set-up Date

10-04-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 25

Set-up Date

11-05-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 26

Set-up Date

11-06-2026

Set-up Start Time

9:00 am

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SET-UP DAY 27

Set-up Date

11-07-2026

Set-up Start Time

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Set-up End Time

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SET-UP DAY 28

Set-up Date

11-08-2026

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SET-UP DAY 29

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11-09-2026

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SET-UP DAY 30

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11-10-2026

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SET-UP DAY 31

Set-up Date

11-11-2026

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SET-UP DAY 32

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11-12-2026

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SET-UP DAY 33

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11-13-2026

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SET-UP DAY 34

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11-14-2026

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Set-up End Time

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SET-UP DAY 35

Set-up Date

11-15-2026

Set-up Start Time

9:00 am

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6:00 pm

SET-UP DAY 36

Set-up Date

11-16-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 37

Set-up Date

11-17-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 38

Set-up Date

11-19-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 39

Set-up Date

11-20-2026

Set-up Start Time

9:00 am

Set-up End Time

6:00 pm

SET-UP DAY 40

Set-up Date

11-18-2026

Set-up Start Time

9:00 am

Set-up End Time

4:00 pm

EVENT DAY 1

Event Date

11-18-2026

Event Start Time

4:00 pm

Event End Time

7:00 pm

Anticipated Total Attendance

200

Anticipated Peak Attendance

150

Anticipated Peak Hour Start Time

5:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 2

Event Date

11-21-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 3

Event Date

11-22-2026

Event Start Time

12:00 pm

Event End Time

8:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 4

Event Date

11-25-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 5

Event Date

11-27-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 6

Event Date

11-28-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 7

Event Date

11-29-2026

Event Start Time

12:00 pm

Event End Time

8:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 8

Event Date

12-02-2026

Event Start Time

4:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

3000

Anticipated Peak Attendance

1000

Anticipated Peak Hour Start Time

4:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 9

Event Date

12-03-2026

Event Start Time

4:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

3000

Anticipated Peak Attendance

1000

Anticipated Peak Hour Start Time

4:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 10

Event Date

12-04-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 11

Event Date

12-05-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 12

Event Date

12-06-2026

Event Start Time

12:00 pm

Event End Time

8:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 13

Event Date

12-09-2026

Event Start Time

4:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

3000

Anticipated Peak Attendance

1000

Anticipated Peak Hour Start Time

4:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 14

Event Date

12-10-2026

Event Start Time

4:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

3000

Anticipated Peak Attendance

1000

Anticipated Peak Hour Start Time

4:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 15

Event Date

12-11-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 16

Event Date

12-12-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 17

Event Date

12-13-2026

Event Start Time

12:00 pm

Event End Time

8:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 18

Event Date

12-16-2026

Event Start Time

4:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

3000

Anticipated Peak Attendance

1000

Anticipated Peak Hour Start Time

4:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 19

Event Date

12-17-2026

Event Start Time

4:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

3000

Anticipated Peak Attendance

1000

Anticipated Peak Hour Start Time

4:00 pm

Anticipated Peak Hour End Time

9:00 pm

EVENT DAY 20

Event Date

12-18-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 21

Event Date

12-19-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 22

Event Date

12-20-2026

Event Start Time

12:00 pm

Event End Time

8:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 23

Event Date

12-21-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 24

Event Date

12-22-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 25

Event Date

12-23-2026

Event Start Time

12:00 pm

Event End Time

9:00 pm

Anticipated Total Attendance

5000

Anticipated Peak Attendance

2000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

6:00 pm

EVENT DAY 26

Event Date

12-24-2026

Event Start Time

12:00 pm

Event End Time

4:00 pm

Anticipated Total Attendance

3000

Anticipated Peak Attendance

1000

Anticipated Peak Hour Start Time

12:00 pm

Anticipated Peak Hour End Time

4:00 pm

TEAR DOWN DAY 1

Tear Down Date

12-26-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 2

Tear Down Date

12-27-2026

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 3

Tear Down Date

12-28-2026

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 4

Tear Down Date

12-29-2026

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 5

Tear Down Date

12-30-2026

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 6

Tear Down Date

12-31-2026

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 7

Tear Down Date

01-01-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 8

Tear Down Date

01-02-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 9

Tear Down Date

01-03-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 10

Tear Down Date

01-04-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 11

Tear Down Date

01-05-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 12

Tear Down Date

01-06-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 13

Tear Down Date

01-07-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 14

Tear Down Date

01-08-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 15

Tear Down Date

01-09-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 16

Tear Down Date

01-10-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 17

Tear Down Date

01-11-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 18

Tear Down Date

01-12-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 19

Tear Down Date

01-13-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 20

Tear Down Date

01-14-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 21

Tear Down Date

01-15-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 22

Tear Down Date

01-16-2027

Tear Down Start Time

9:00 am

Tear Down End Time

6:00 pm

TEAR DOWN DAY 23

Tear Down Date

01-17-2027

DUBLIN CHRISTKINDLMARKT

Dublin, Ohio

95% Layout Documents

July 1, 2026

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Maria Rosenfeld, CEO

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Carmel, Indiana 46032
PH [317] 649.2049

CONSULTANT:

PROJECT:

DUBLIN
CHRISTKINDLMARKT
DUBLIN, OHIO

95% LAYOUT DOCUMENTS

REVISIONS:			
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DRAWING NAME:

COVER

CERTIFICATION:

PRELIMINARY
NOT FOR
CONSTRUCTION

REA PROJECT #:

DATE:

DRAWN BY:

REVIEWED BY:

1842

07/01/2026

TJ

TM

DRAWING:

G100

SITE GENERAL NOTES:

- ALL AREAS WHERE EXISTING PAVEMENTS ARE DAMAGED DURING INSTALLATION FROM HEAVY TRAFFIC OR EQUIPMENT, FUEL OIL, GASOLINE, ETC. BY THE GENERAL CONTRACTOR, SUBCONTRACTOR, OR SUPPLIERS SHALL BE RECONSTRUCTED TO ITS ORIGINAL CONDITION OR AS REQUIRED OR DICTATED BY FEDERAL, STATE, COUNTY, CITY, OR LOCAL AGENCIES AT NO ADDITIONAL COST TO THE CONTRACT. THIS RECONSTRUCTION SHALL TAKE PLACE AT THE END OF THE PROJECT DURATION.
- PROVIDE A SMOOTH ADA-COMPLIANT TRANSITION FROM NEWLY PAVED AREAS TO EXISTING PAVEMENTS AS NECESSARY. NOTIFY OWNER AND LANDSCAPE ARCHITECT IMMEDIATELY IF EXISTING PAVEMENTS ARE NON-COMPLIANT AT WORK LIMITS.
- ALL CONSTRUCTION METHODS AND MATERIALS MUST CONFORM TO CURRENT STANDARDS AND SPECIFICATIONS OF THE FEDERAL, STATE, COUNTY, TOWN, OR LOCAL REQUIREMENTS, WHICHEVER HAS JURISDICTION.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR OR CONTRACTORS TO OBTAIN ALL FEDERAL, STATE, COUNTY, CITY, AND LOCAL PERMITS FOR ANY AND ALL WORK REQUIRED UNLESS OTHERWISE NOTED. THE CONTRACTOR OR CONTRACTORS ARE RESPONSIBLE TO PAY FOR ALL REQUIRED PERMITS BY ANY OR ALL AGENCIES MENTIONED ABOVE UNLESS OTHERWISE NOTED BY THE CONTRACT SPECIFICATIONS.
- THE CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE AT THEIR EXPENSE ALL AUTOMOBILE AND PEDESTRIAN TRAFFIC CONTROL DEVICES REQUIRED BY FEDERAL, STATE, COUNTY, CITY, AND LOCAL AGENCIES.
- THE UTILITIES INDICATED ON THESE PLANS MAY NOT BE A COMPLETE INVENTORY OF ALL THE EXISTING UTILITIES PRESENT ON AND AROUND THE SITE. THE LOCATIONS AND SIZE OF THESE UTILITIES ARE APPROXIMATE. THIS INFORMATION WAS GATHERED OR SUPPLIED FROM OTHERS AND USED BY THE ARCHITECT AND/OR THE ENGINEER AND MAY NOT BE ACTUAL. THE ARCHITECT AND/OR THE ENGINEER MAY NOT BE HELD LIABLE FOR ANY INCORRECT OR INCOMPLETE UTILITY INFORMATION INDICATED, IMPLIED, OR NOT INDICATED ON THESE PLANS.
- ALL PAVEMENT PATCHING DAMAGE TO EXISTING PAVEMENT DURING CONSTRUCTION SHALL BE PATCHED WITH A PAVEMENT SECTION WHICH MEETS OR EXCEEDS THE EXISTING SECTION BY THE CONTRACTOR PERFORMING THE WORK.
- CONTRACTOR TO SET UP AN PRE-CONSTRUCTION MEETING WITHIN 14 DAYS OF NOTICE TO PROCEED TO INCLUDE ARCHITECT AND OWNER.

REGULATIONS NOTE:

- THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL CODES, ORDINANCES, REGULATIONS AND REQUIREMENTS NECESSARY TO COMPLETE THE WORK. THIS INCLUDES PROVISIONS FOR MAINTENANCE OF TRAFFIC, CONSTRUCTION AND THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA).



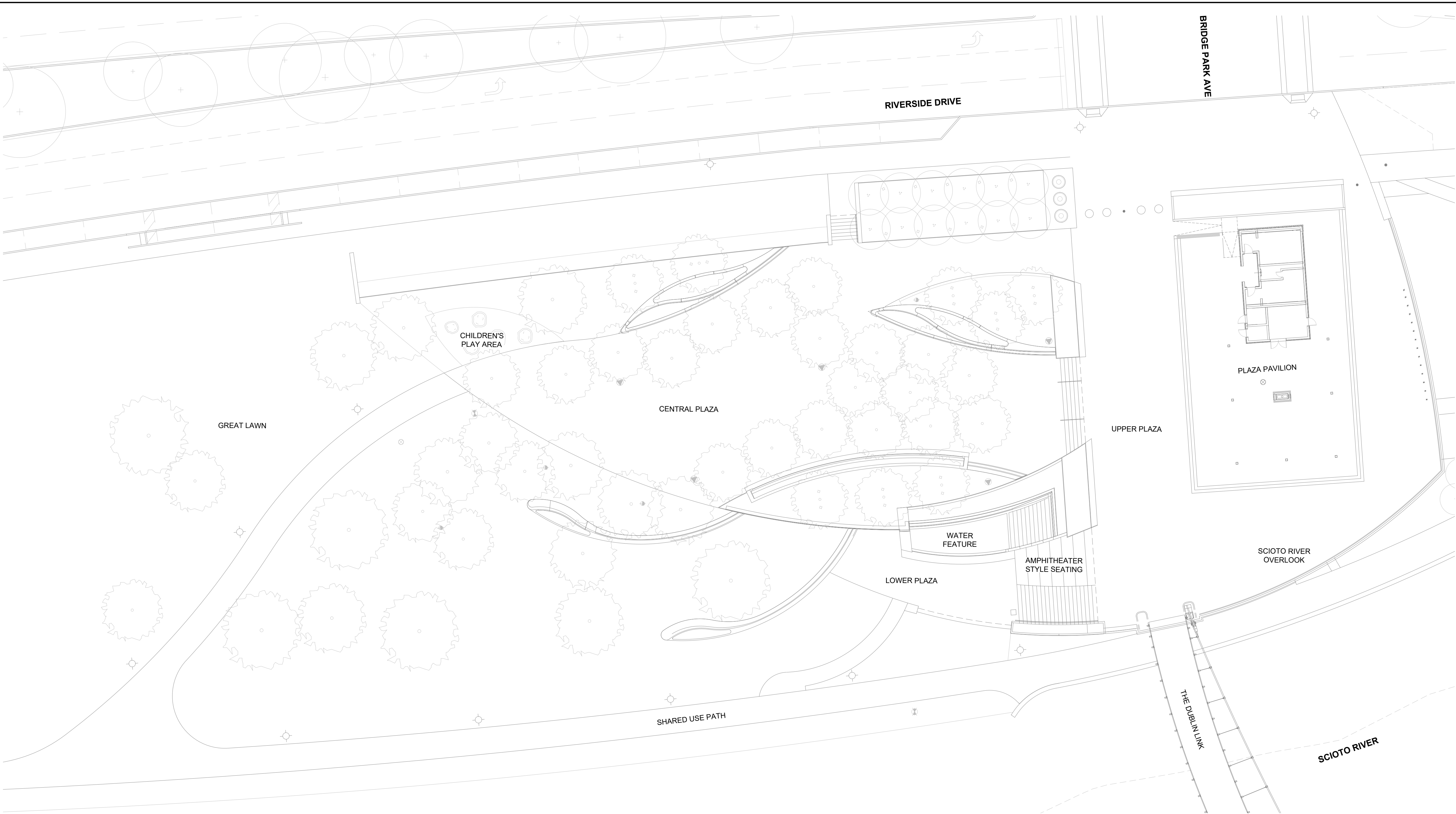
ALL UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE. INDIVIDUAL SERVICE LINES ARE NOT SHOWN. PRIOR TO ANY EXCAVATION, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE INDIANA UNDERGROUND PROTECTION, INC. (WWW.INDIANAS811.ORG, 1-800-382-5544). THIS SERVICE WAS ESTABLISHED TO PROVIDE ACCURATE LOCATIONS OF BELOW GROUND LINES. THE CONTRACTOR OR SUBCONTRACTOR SHALL NOTIFY THE UTILITY PROTECTION CENTER 48 HOURS IN ADVANCE OF ANY CONSTRUCTION ON THIS PROJECT.



PROJECT LOCATION MAP
1" = 50'

SHEET INDEX

GENERAL	
G100	COVER
LA100	EXISTING CONDITIONS PLAN
LA101	SITE EMERGENCY ACCESS PLAN
SITE	
LA200	VENDOR LAYOUT PLAN
LA201	SITE MATERIALS PLAN
LA202	VENDOR ACCESS & CROWD CONTROL PLAN
LA203	UTILITIES AND WASTE MANAGEMENT PLAN
DETAILS	
LA500	RAISED PLATFORM- OVERALL PLAN
LA501	RAISED PLATFORM- FRAMING DETAILS
LA502	RAISED PLATFORM- FRAMING DETAILS



GENERAL NOTES:

1. EXISTING CONDITIONS SHOWN HEREON WERE OBTAINED FROM CONSTRUCTION DOCUMENTS PREPARED BY MKSK, DATED DECEMBER 23, 2019. CONTRACTOR SHALL VERIFY ALL INFORMATION SHOWN.
2. INSTALLER SHALL TAKE DOCUMENTATION PHOTOS OF SITE BEFORE INSTALLATION OF ANY AND ALL MATERIALS.
3. COORDINATE WITH CITY ON SETUP DATES AND MAINTENANCE OF TRAFFIC.



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CONSULTANT:

PROJECT:

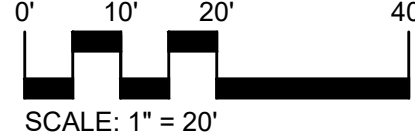
**DUBLIN
CHRISTKINDLMARKT**
DUBLIN, OHIO

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NORTH

0' 10' 20' 40'



SCALE: 1" = 20'

REVISIONS:			
NO.	BY	DESCRIPTION	DATE

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DRAWING NAME:

EXISTING SITE PLAN

CERTIFICATION:

**PRELIMINARY
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CONSTRUCTION**

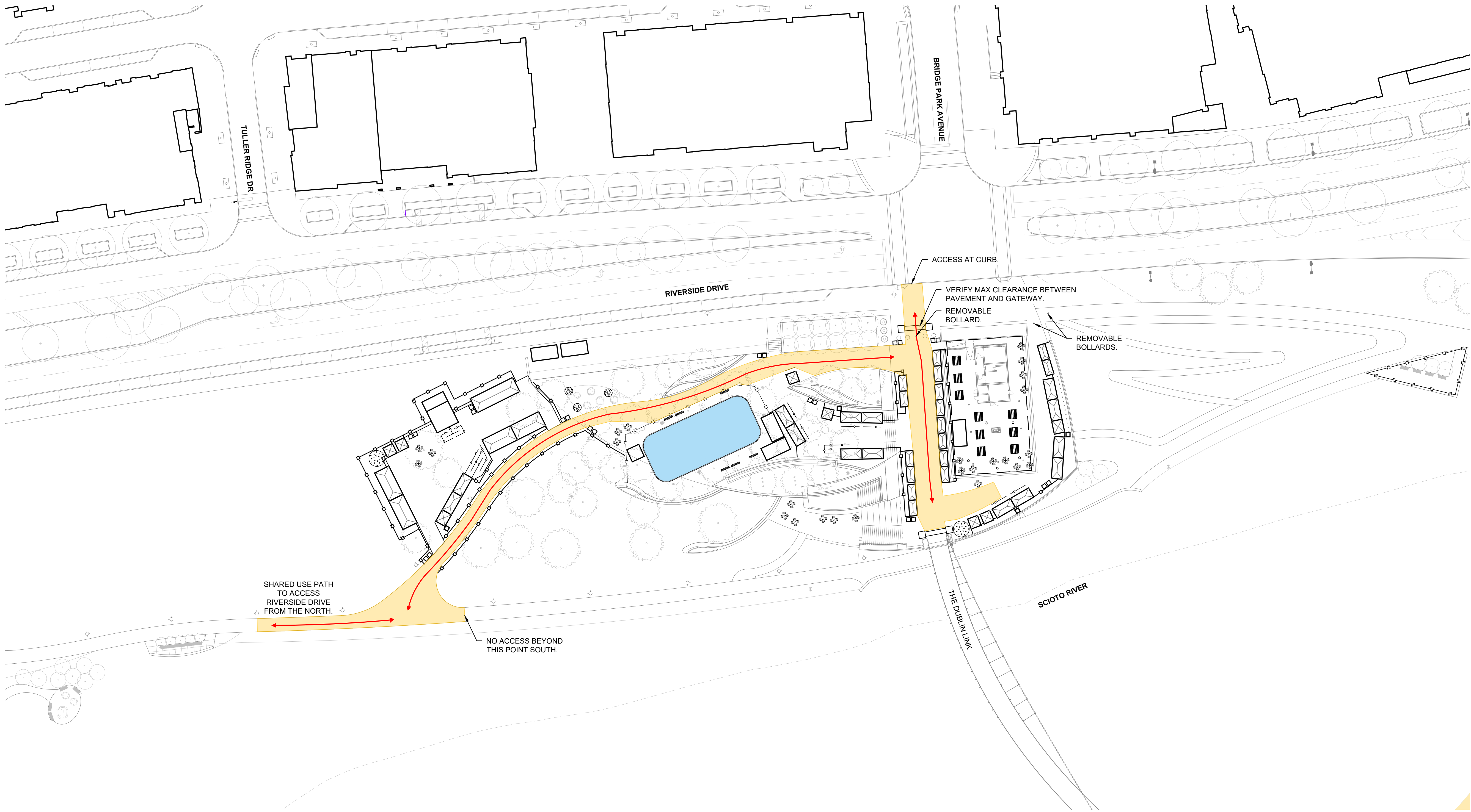
REA PROJECT #: 1842
DATE: 07/01/2026
DRAWN BY: TJ
REVIEWED BY: TM

DRAWING:

LA100

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FILE: P:\1842 Dublin OH Christkindlmarkt\dwg\sheets\LA101 - Site Emergency Access Plan



EMERGENCY ACCESS KEYNOTES

ITEM	DESCRIPTION
ACCESS	
EMERGENCY ACCESS	

GENERAL EMERGENCY ACCESS NOTES:

1. MAINTAIN A MINIMUM 8' WIDE CLEAR PATH THROUGHOUT THE MARKET FOR EMERGENCY VEHICLE ACCESS.
2. VERTICAL STRING LIGHTS BETWEEN BUILDINGS OR TREES SHALL BE PLACED AT A HEIGHT TO PROVIDE AT SAG A MINIMUM OF 10' OF CLEARANCE FROM THE GROUND SURFACE.
3. EMERGENCY VEHICLE ACCESS FROM RIVERSIDE DRIVE IS PROVIDED WITH A REMOVABLE BOLLARD AT BRIDGE PARK AVENUE.
4. EACH BUILDING SHALL HAVE ITS OWN EMERGENCY POWER SHUT OFF.
5. DO NOT DRIVE ON WOODEN PLATFORM.
6. EACH BUILDING SHALL HAVE A FIRE EXTINGUISHER.

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Carmel, Indiana 46032

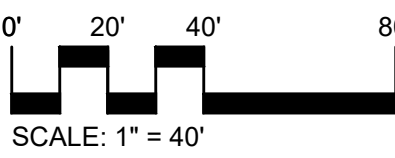
PH (317) 649.2049

CONSULTANT:

PROJECT:

**DUBLIN
CHRISTKINDLMARKT**
DUBLIN, OHIO

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REVISIONS:

NO.	BY	DESCRIPTION	DATE

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DRAWING NAME:

**SITE EMERGENCY
ACCESS PLAN**

CERTIFICATION:

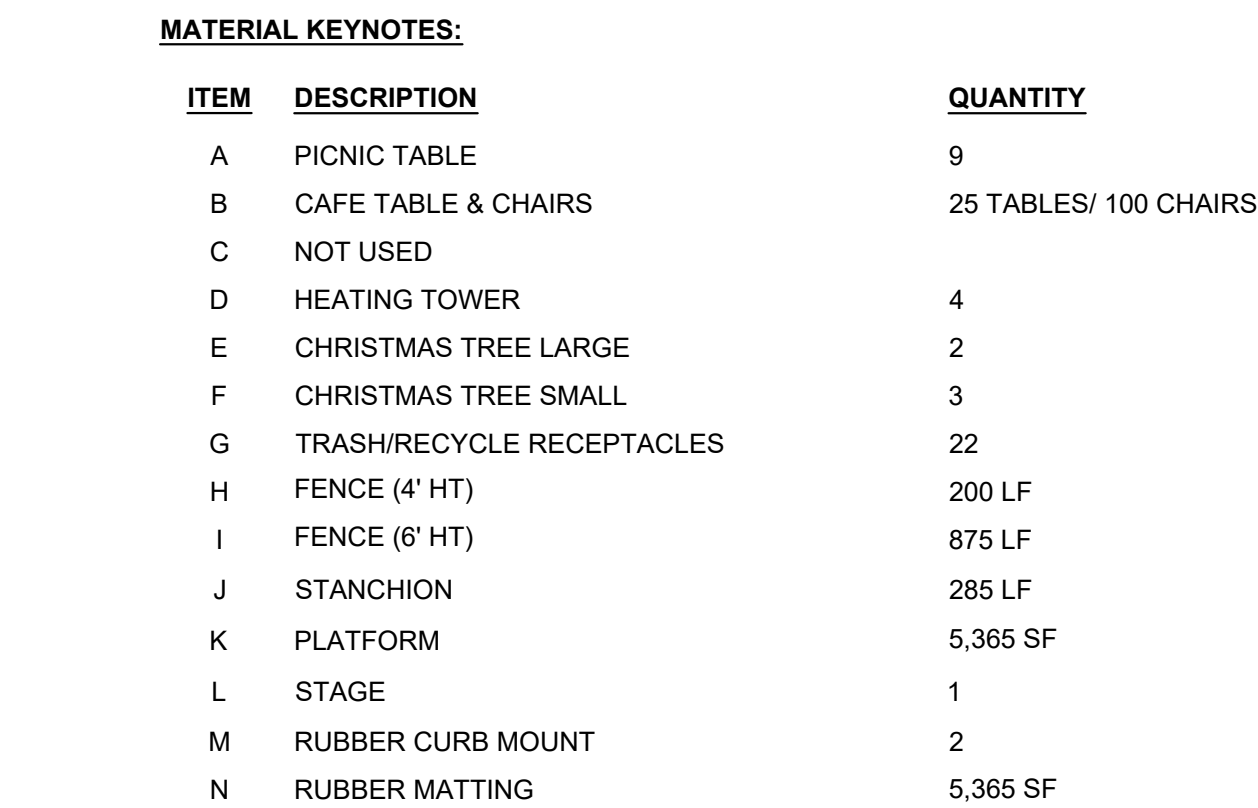
**PRELIMINARY
NOT FOR
CONSTRUCTION**

REA PROJECT #: 1842
DATE: 07/01/2026
DRAWN BY: TJ
REVIEWED BY: TM

DRAWING:

LA101

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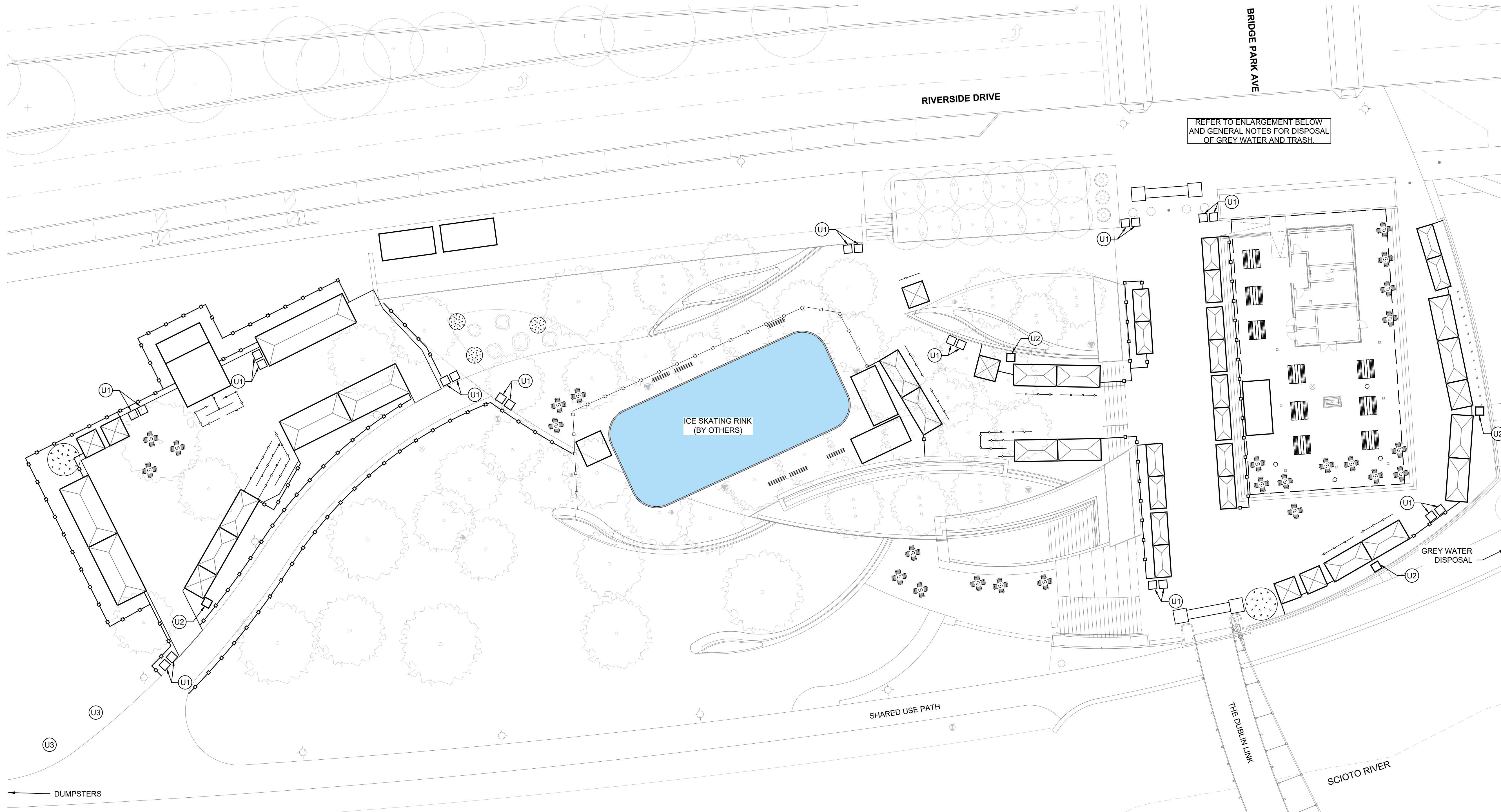
1. THE CONTRACTOR SHALL FOLLOW ALL MANUFACTURER'S REQUIREMENTS AND DIRECTIONS FOR INSTALLATION.
2. ALL WORK SHALL BE COORDINATED AND IN COMPLIANCE WITH STATE AND LOCAL MUNICIPALITIES AS WARRANTED. ALL WORK TO BE COMPLETED SHALL CONFORM TO CITY STANDARDS.
3. THE CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES 72 HOURS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL CONTACT ALL UTILITY COMPANIES TO LOCATE MAINS, CONDUITS, SERVICE LINES, ETC. WITHIN THE CONSTRUCTION LIMITS. THE CONTRACTOR SHALL MAINTAIN ALL UTILITIES AND PROTECT FROM DAMAGE.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF TRAFFIC AND COORDINATION OF ROAD CLOSURES WITH THE CITY DEPARTMENT OF PUBLIC WORKS.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING ANY DAMAGE RESULTING FROM CONSTRUCTION ACTIVITY TO EXISTING SITE ELEMENTS THAT ARE TO REMAIN.
6. VERIFY FINAL LOCATION OF ALL MATERIAL WITH SITE DESIGNER.
7. BUILDING AND PLATFORM CONTRACTORS SHALL COORDINATE WITH ONE ANOTHER DURING INSTALLATION OF PLATFORM AND BUILDINGS. PLATFORM AND BUILDING ENTRANCES SHALL BE FLUSH.

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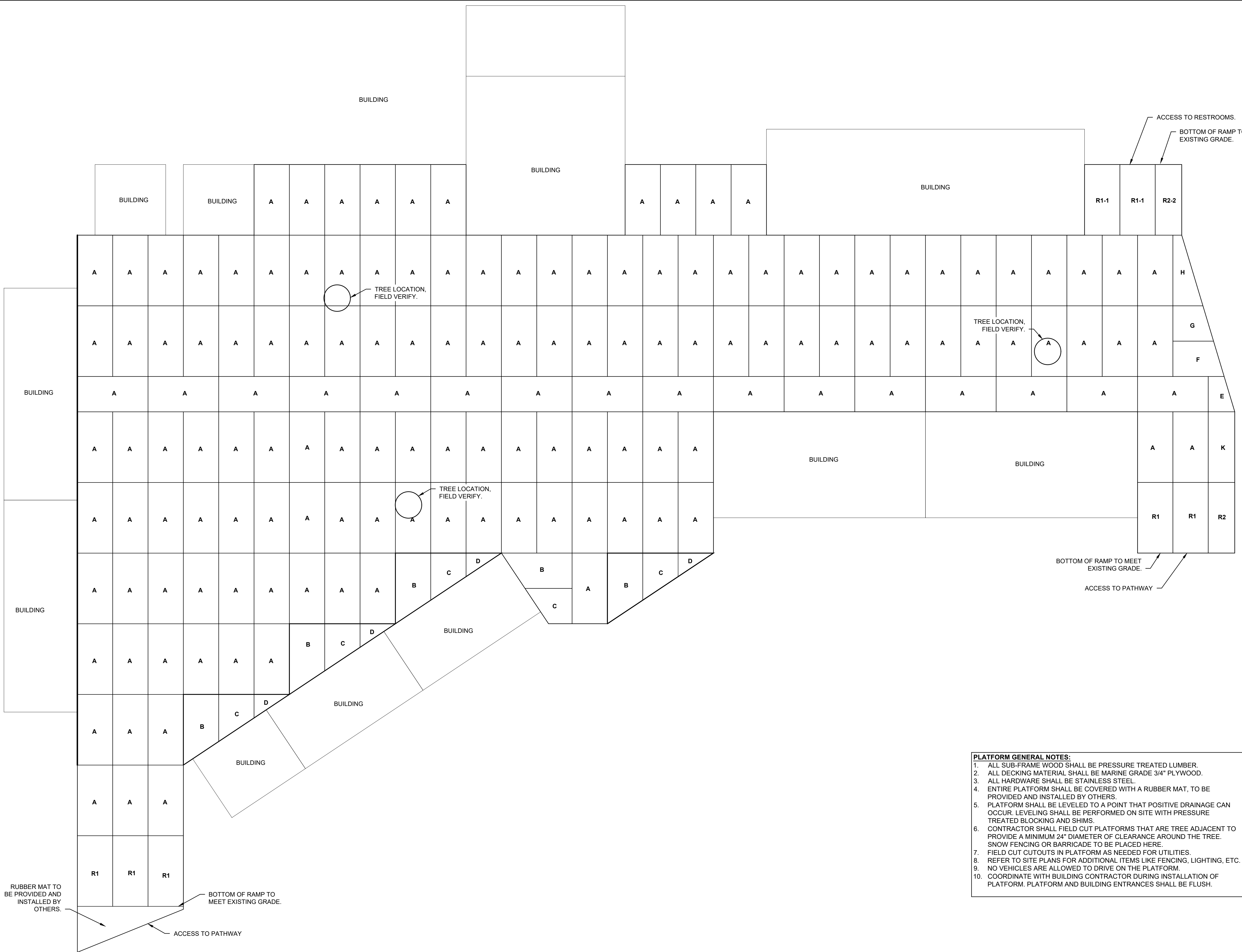
ITEM	DESCRIPTION
	FENCE WITH GARLAND
	STANCHION WITH ROPE
	SERVING WINDOW
	DOOR ACCESS TO BUILDING

PREPARED BY:			
RUNDELL ERNSTBERGER ASSOCIATES URBAN DESIGN / PLANNING / LANDSCAPE ARCHITECTURE 618 EAST MARKET STREET / INDIANAPOLIS, INDIANA 46202 P 317.263.0127 / REASITE.COM			
PROJECT FOR:			
DUBLIN CHRISTKINDLMARKT Maria Rosenfeld, CEO CHRISTKINDLMARKT CONSULTING 993 Orlando St. Carmel, Indiana 46032 PH (317) 649.2049			
CONSULTANT:			
PROJECT:			
DUBLIN CHRISTKINDLMARKT DUBLIN, OHIO 95% LAYOUT DOCUMENTS			
 NORTH 0'1'0"2'0"4'0" SCALE: 1" = 20'			
REVISIONS:			
NO.	BY	DESCRIPTION	DATE
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DRAWING NAME:			
VENDOR ACCESS & CROWD CONTROL PLAN			
CERTIFICATION:		REA PROJECT #: 1842	
PRELIMINARY NOT FOR CONSTRUCTION		DATE: 07/01/2026	
		DRAWN BY: TJ	
		REVIEWED BY: TM	
DRAWING:		LA202	



PREPARED BY:	
--------------	--

FILE: P:\1842 Dublin OH Christkindlmarkt\dwg\sheet\LA500 - Standard Details



1 PLATFORM - OVERALL PLAN
SCALE: 3/16" = 1'-0"

- PLATFORM GENERAL NOTES:**
1. ALL SUB-FRAME WOOD SHALL BE PRESSURE TREATED LUMBER.
 2. ALL DECKING MATERIAL SHALL BE MARINE GRADE 3/4" PLYWOOD.
 3. ALL HARDWARE SHALL BE STAINLESS STEEL.
 4. ENTIRE PLATFORM SHALL BE COVERED WITH A RUBBER MAT, TO BE PROVIDED AND INSTALLED BY OTHERS.
 5. PLATFORM SHALL BE LEVELED TO A POINT THAT POSITIVE DRAINAGE CAN OCCUR. LEVELING SHALL BE PERFORMED ON SITE WITH PRESSURE TREATED BLOCKING AND SHIMS.
 6. CONTRACTOR SHALL FIELD CUT PLATFORMS THAT ARE TREE ADJACENT TO PROVIDE A MINIMUM 24" DIAMETER OF CLEARANCE AROUND THE TREE. SNOW FENCING OR BARRICADE TO BE PLACED HERE.
 7. FIELD CUT CUTOUTS IN PLATFORM AS NEEDED FOR UTILITIES.
 8. REFER TO SITE PLANS FOR ADDITIONAL ITEMS LIKE FENCING, LIGHTING, ETC.
 9. NO VEHICLES ARE ALLOWED TO DRIVE ON THE PLATFORM.
 10. COORDINATE WITH BUILDING CONTRACTOR DURING INSTALLATION OF PLATFORM. PLATFORM AND BUILDING ENTRANCES SHALL BE FLUSH.

PREPARED BY:



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618 EAST MARKET STREET / INDIANAPOLIS, INDIANA 46202
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PH [317] 649.2049

CONSULTANT:

PROJECT:

**DUBLIN
CHRISTKINDLMARKT
DUBLIN, OHIO**

95% LAYOUT DOCUMENTS

REVISIONS:

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DRAWING NAME:

**RAISED PLATFORM -
OVERALL PLAN**

CERTIFICATION:

**PRELIMINARY
NOT FOR
CONSTRUCTION**

REA PROJECT #: 1842

DATE: 07/01/2026

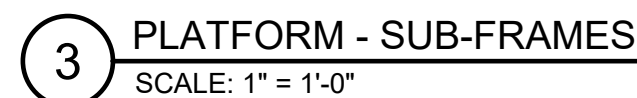
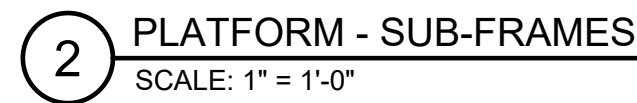
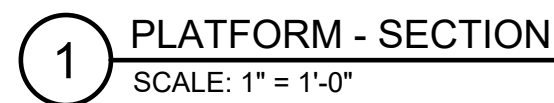
DRAWN BY: TJ

REVIEWED BY: TM

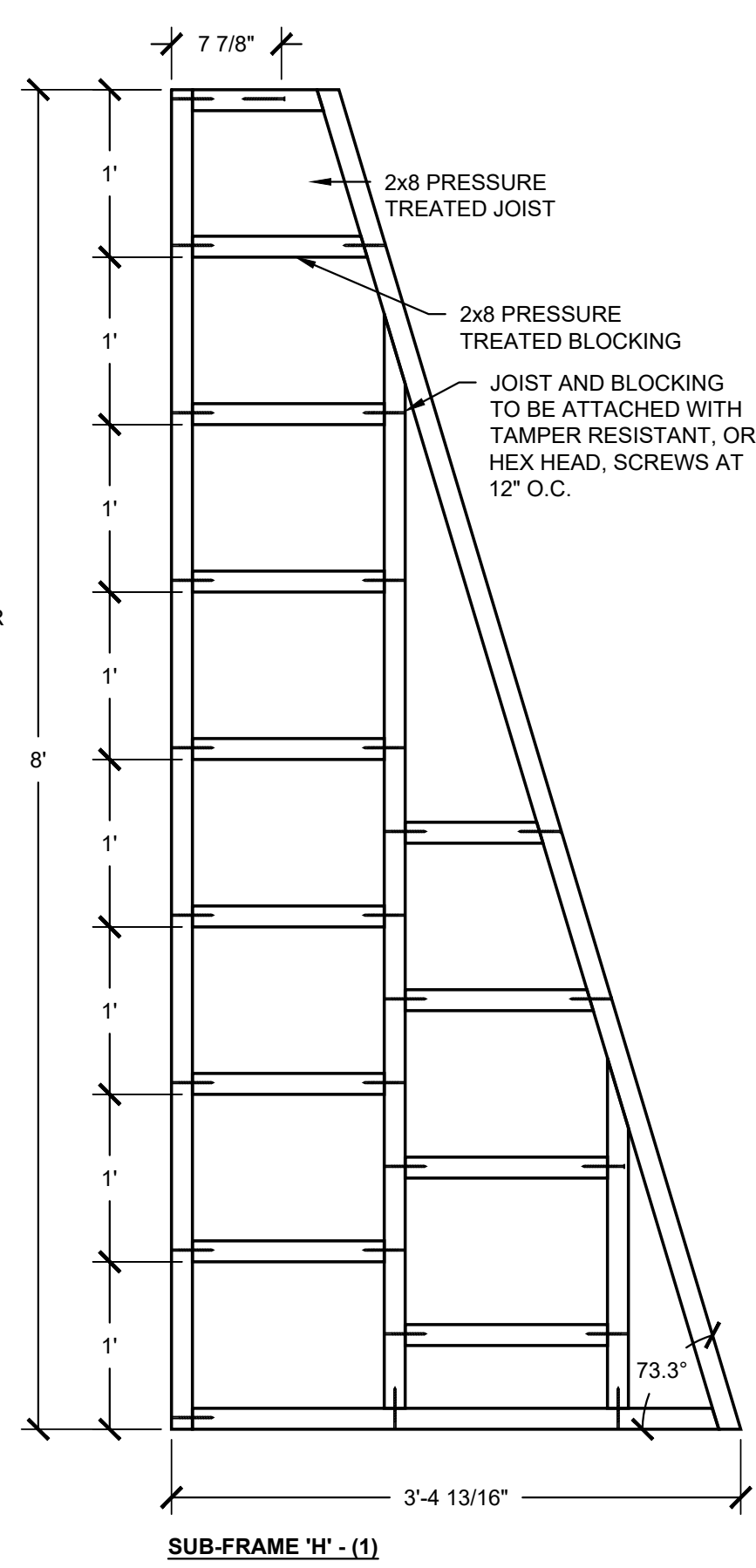
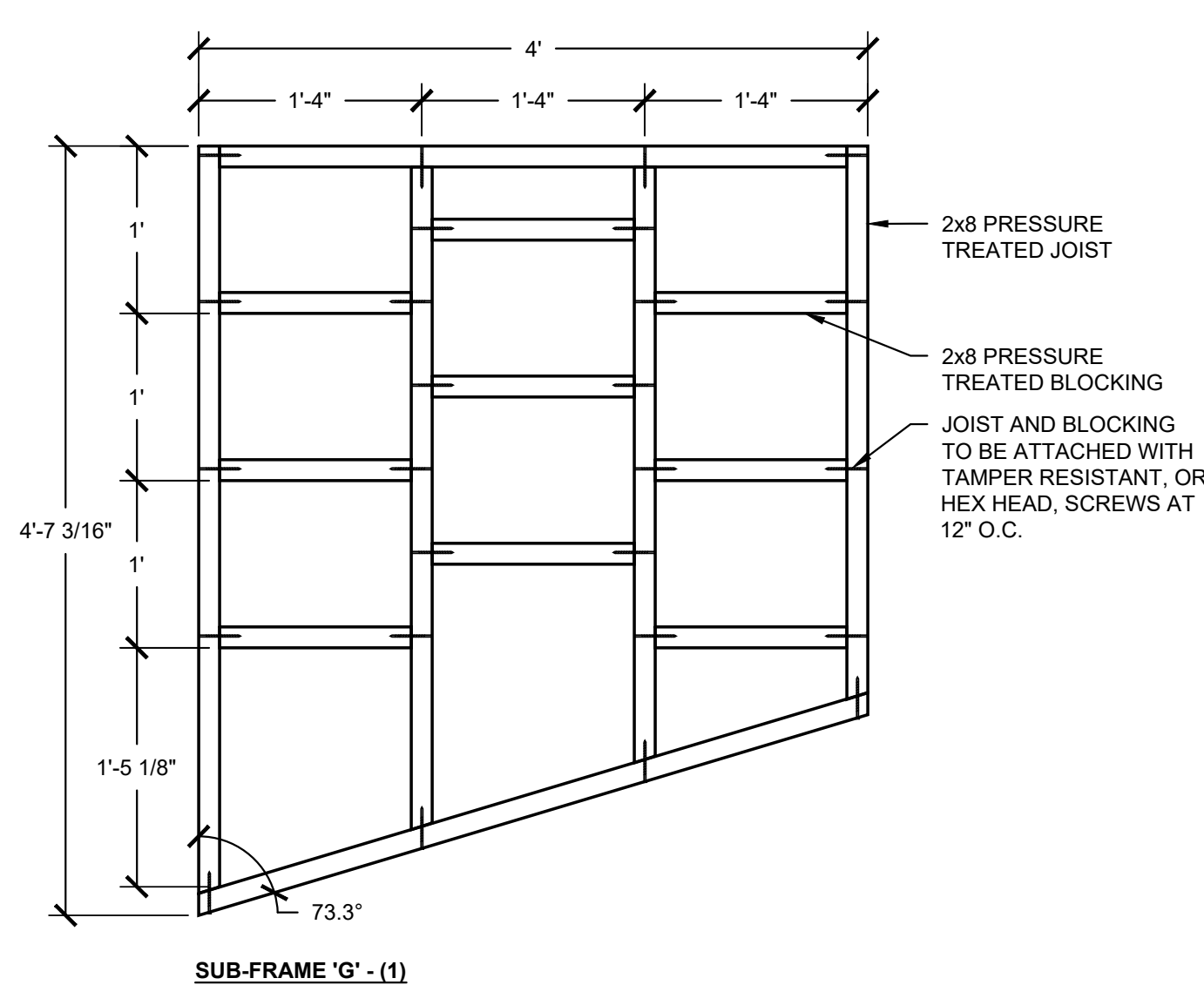
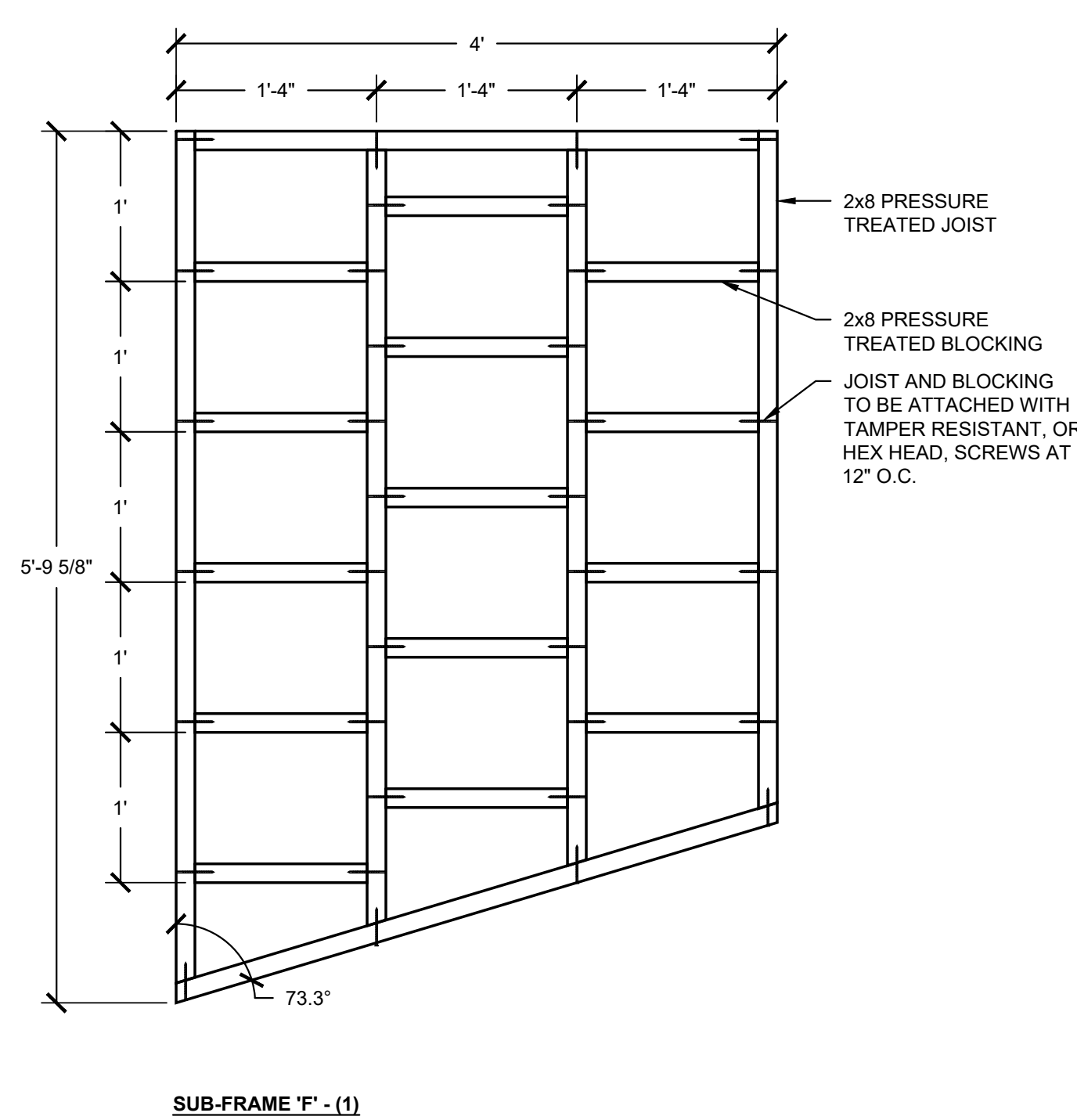
DRAWING:

LA500

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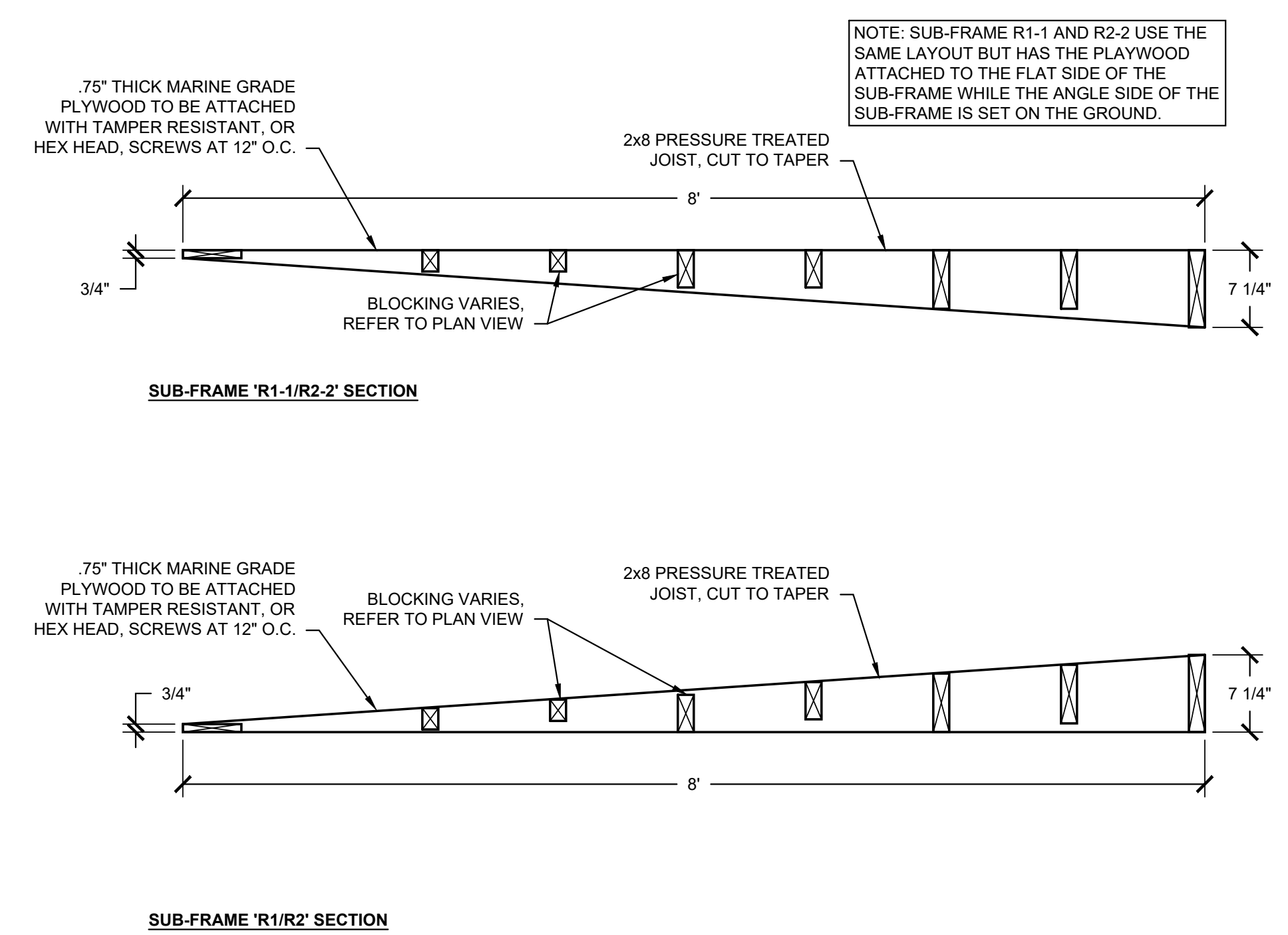
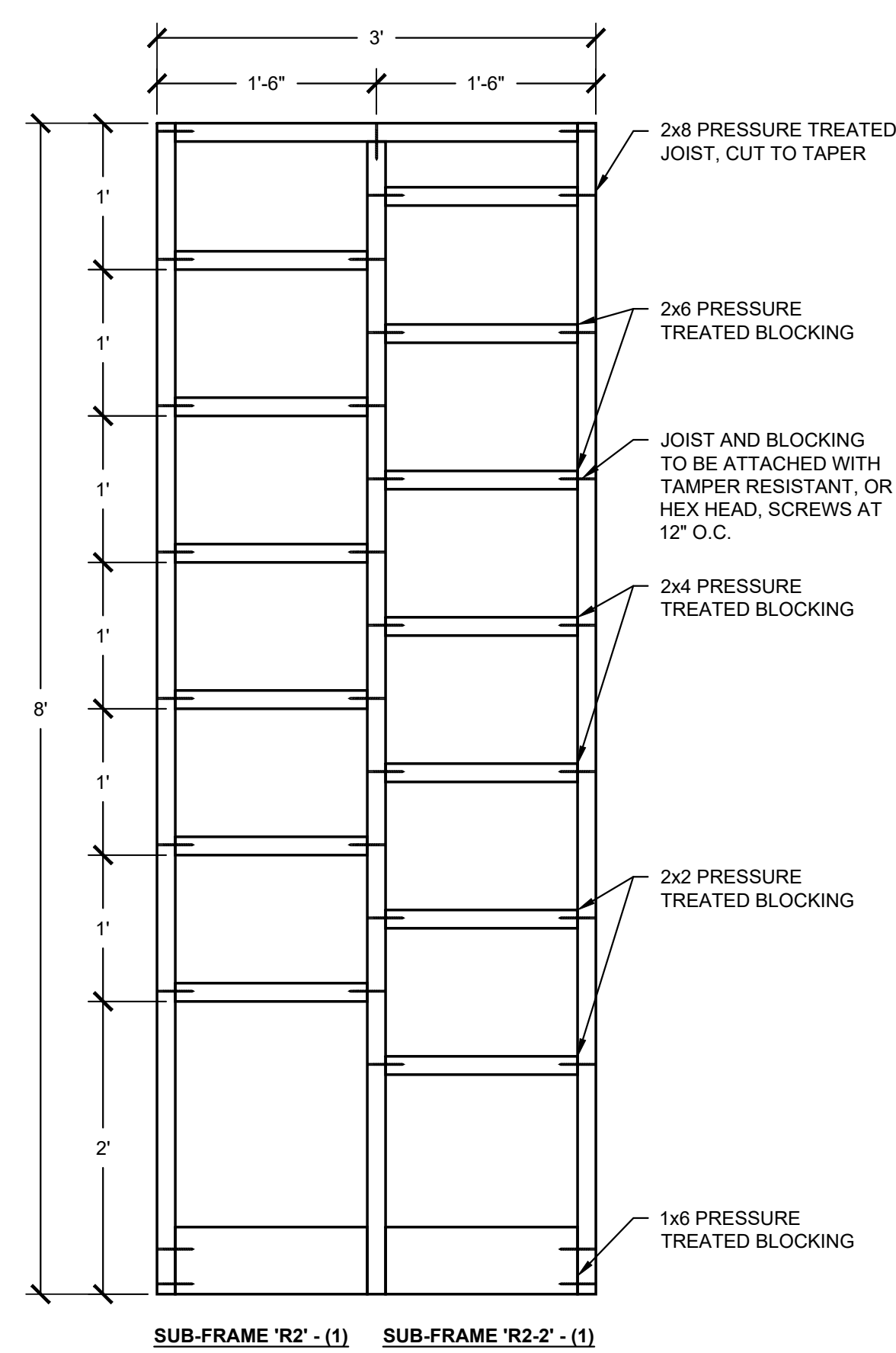
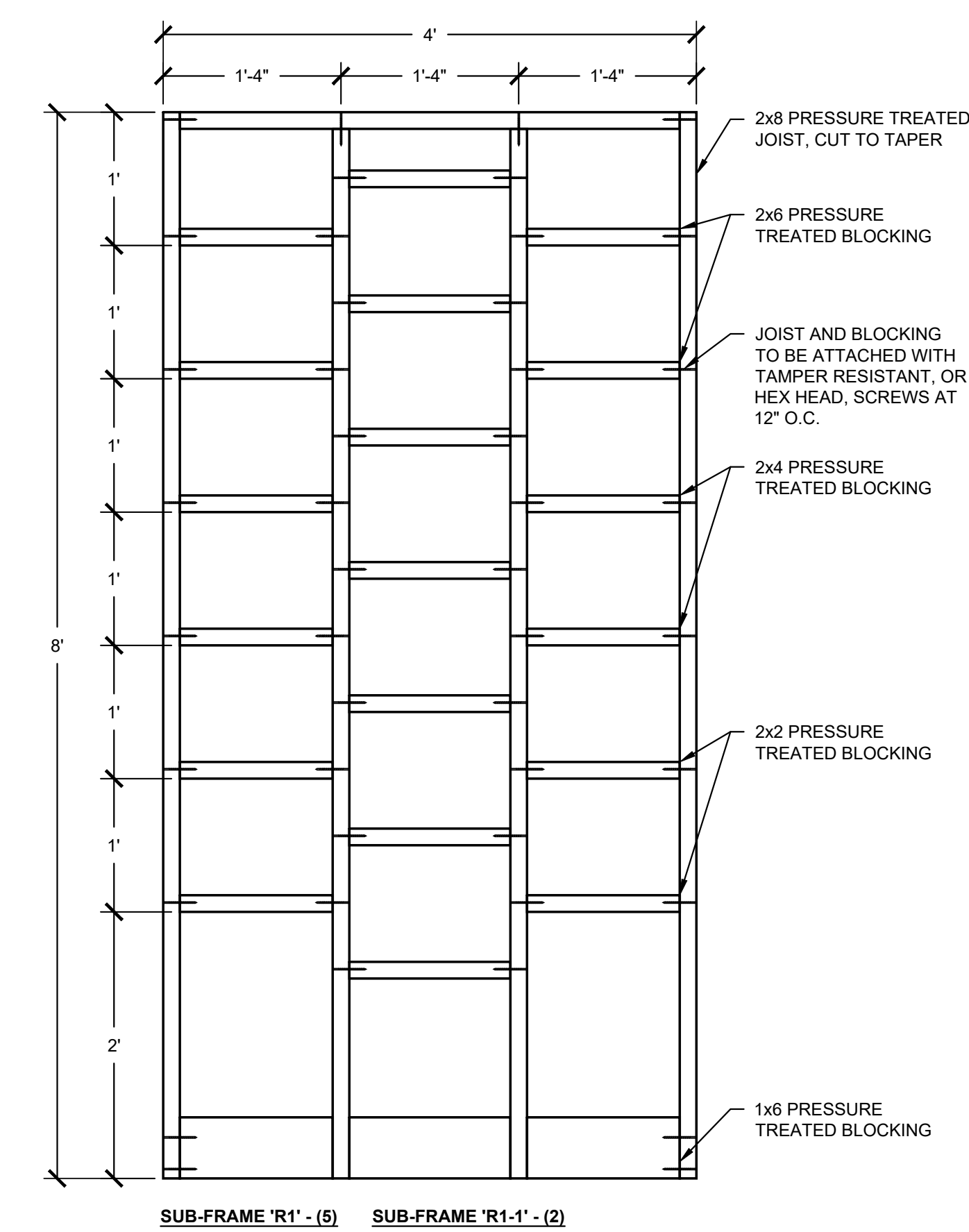


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- GENERAL NOTE:
1. ALL SUB-FRAMES ARE THE BE SHEATHED WITH .75" THICK MARINE GRADE PLYWOOD AND ATTACHED WITH TAMPER RESISTANT OR HEX HEAD SCREWS AT 12" O.C.
 2. PROVIDE (4) FOUR 4" DIAMETER CUTOUTS FOR BOLT ACCESS, PROVIDE A FLUSH METAL PLUG TO COVER EACH HOLE.

1 PLATFORM - SUB-FRAMES
SCALE: 1" = 1'-0"



2 PLATFORM - SUB-FRAMES
SCALE: 1" = 1'-0"

REAPREPARED BY:PREPARED FOR:CONSULTANT:PROJECT:

REARUNDELL ERNSTBERGER ASSOCIATES

URBAN DESIGN / PLANNING / LANDSCAPE ARCHITECTURE

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Maria Rosenfeld, CEO

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Carmel, Indiana 46032

PH [317] 649.2049

DUBLIN

CHRISTKINDLMARKT

DUBLIN, OHIO

95% LAYOUT DOCUMENTS

REVISIONS:

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DRAWING NAME:

RAISED PLATFORM - FRAMING DETAILS

CERTIFICATION:

PRELIMINARYNOT FOR CONSTRUCTION

REA PROJECT #: 1842

DATE: 07/01/2026

DRAWN BY: TJ

REVIEWED BY: TM

DRAWING:

LA502

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