

SPECIAL EVENT APPLICATION INFORMATION

For your event to be considered by the Village Council, a fully completed application must be submitted at least 60 days prior to the date of the event.

This application is available in Word format by clicking [here](#). If possible please use the Word document and your computer to complete the application.

An application is not considered complete unless it includes:

1. A full description of the proposed event,
2. A detailed site plan (*very important!*),
3. All required documents, and
4. The application fee.

*A meeting with the Village Event application representative **is required** before submitting a Special Event Application. Questions? Call our Special Projects Coordinator at 740-965-2484 or email villageadministrator@galenaohio.gov*

A Special Event shall be approved by the Village Council before an event is advertised to the public. A special event is defined as a concert, festival, race, walk, carnival, show, exhibition, parade, or any other similar outdoor event whether operated totally outdoors, on stage, under tents, or with the use of any temporary building or structure, ***to which members of the public are invited as participants or spectators.***

Please review the Village of Galena's special event application requirements.

Important to remember:

1. Your event is approved by the Village Council with "Conditions" that must be met or your event is cancelled. READ and understand the Conditions. *Talk with us if you have questions.*
2. You are responsible for securing and paying for all fees, licenses, and permits required by any governmental agency having jurisdiction, providing the Village evidence of all required insurances, and providing evidence of organization and/or charity.
3. You have to file all of the required documents no later than 30 days prior to the event date or the event authorization terminates (unless prior arrangements have been approved by Village).
 - a. Insurance
 - b. Vendor lists and licenses
 - c. File site plan

4. Parking could be a consideration when approving your event.
5. You may have to obtain permits from the Building & Fire Departments to meet Ohio Building Code and Fire Code standards.
6. You are responsible for securing and paying for all fees, licenses, and permits required by any governmental agency having jurisdiction.

I (Applicant) have read and fully understand the above:

Signature of Applicant

Print Name: _____

Event Name: _____

SPECIAL EVENT APPLICATION

Submit this completed application at least 60 days prior to the proposed date of your event.

DETAILED SITE PLAN REQUIRED (see details at end of application)
Site Plans often do not include details that are necessary to approve an application or to issue a permit and delays are caused by rejections of initial applications.

Once you have completed the written portion of the application, provide a Site Plan on the last page or attach separately to this application.

Name of Event: _____

Event Purpose, Description and Activities: _____

New Event ___ **or Returning Event** _____ **Previous Attendance** _____

Day(s) and Date(s) of Event: _____

Proposed location of the Event (location, streets, landmarks):

How many people do you anticipate on site at any peak time?

Participants: _____ #Spectators _____ #Adult volunteers: _____

Please complete the following table:

Activity	Day	Time
Start of set-up:		
Start time of the Event:		
EVENT		
End time of the Event:		
Start of Clean up:		
Clean-up completed by: (Site restored to original condition)		

Name and address of host or sponsoring organization:

Is applicant a Non-Profit Organization? YES NO

Please attach Organization's proof of 501c3 IRS exemption, background, history, accomplishments, and other events:

Person submitting Application (“Responsible Party”):

Name:

Mailing address:

Phone:

Mobile phone:

Email:

Fax:

Representative(s) who will be at each day of the event:

Name(s):

Mailing address:

Phone:

Mobile phone:

Evening phone:

Fax:

Email:

Add information as necessary:

Will you have an event contractor or planner?

YES NO

If yes, please provide the contact information of your event contractor (event planner)

Name:

Company Name:

Business Address:

Company Email:

Phone Office:

Phone Mobile:

List contractors that will be on site before, during or after the event (use separate page if needed) – final list required 30 days prior to event.

Request for Village Involvement:

Are you requesting the Village be involved with this event in any way? YES NO

If yes, describe services requested, if any:

STATEMENT OF BENEFIT

If the applicant is seeking sponsorship/co-sponsorship from the Village of Galena a Statement of Benefit is required and shall be included here or attached to this application.

If the Village is a sponsor or co-sponsor of the event, the Applicant shall keep financial records of the event sufficient to document all revenues and expenditures. These records shall be available at reasonable time after the event.

(Insert here or denote if attached)

FEES

Are there fees or donations collected on site from the participants or spectators?
YES NO

If yes, provide details:

SOUND SYSTEMS

The event sound systems shall be operated so as not to violate the Village Noise Limitation Codes. Unapproved Violations of the Village noise ordinance are grounds for the immediate termination of the source of the noise and may be grounds to terminate the event.

Do you plan to use amplified sound? Provide details, time and location, and if you require electrical connections for:

- _____Proposed amplified sound/speaker system:
- _____Proposed live music: List genre, type, ambiance:
- _____Planned recorded music
- _____Do you require electrical connections for any of the above? Please give details:

CLEAN EVENT STANDARDS

Keeping the event area clean during the event and immediately following the event, including trash removal, walkways, and streets, is the responsibility of the applicant. See Clean Up Deposit under Conditions

Please note that, except for very small events, all events shall provide a recycling plan and follow recycling requirements. Name of contractor or organization (including contact information) who is responsible for your Event’s recycling:

- Name: _____ Email: _____
- Address: _____
- Daytime phone: _____ Mobile phone: _____

TENTS, CANOPIES, STAGES, BLEACHERS

Tents are generally defined as temporary structures having two or more sidewalls or drops.

A canopy is a tent without sides.

All Tents, canopies larger than 120 sq. ft., multiple canopies without separation, and stages could require a building permit. The use of tents or large canopies require approval of the Fire Marshal and are required to have building permits obtained via County Building Department prior to Event. Manufacture labels are required to be attached to the tents and canopies.

Rental agencies shall provide documentation of the flame spread labeling of 25 or less submitted with application. All canopies larger than 120 sq. ft. should submit copies the manufacture’s labels attached to the tents or canopies with application.

Stages and bleachers shall include product approvals that are supplied by the manufacturer.

Include sign locations on detailed Site Plan or attach a separate sheet.

RESTROOMS (show on Site Plan)

The number of portable toilets required depends on the number of attendees, length and type of event, as determined by the Building Official.

Local businesses that have more than the required number of restroom facilities that allow their facilities to be used may count towards the extra restroom facilities required.

If Event is downtown, permit holder is required to obtain written approval from restaurants to allow participants to use their restroom facilities.

Number of restroom facilities required by Village: TBD

Number of additional restroom facilities, and type, that will be on event site: _____
(Show on Site Plan)

STREET CLOSURES

Street closures may be required at the Event's expense

Are you requesting that any public streets be closed for the Event? YES NO
I don't know, please advise__

If yes, indicate the streets and blocks and times the closure is requested:

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage.

Please list your traffic control contractor, if applicable:

VEHICLES

Vehicles allowed to drive or park on Village property or park grounds that create any damage to underground systems and/or the sod, the applicant shall be responsible for restoration of any such damage to Village property.

Are you requesting to drive or park on Village property or park grounds: YES NO

If you are requesting that vehicles be permitted to drive or park on Village property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Must be approved by Village law enforcement prior to Event.

LOADING/UNLOADING: If you are requesting that vehicles be permitted to load/unload in non-metered areas, please indicate the location and times loading and unloading would occur:

TRAFFIC CONTROL PLAN

Parking exemptions shall be approved by Village law enforcement prior to Application submission to Village Council). The Village Council may block spaces for safety and other reasons at the expense of the Event.

Include detailed Site Plan indicating how on and off-street parking will be accommodated.

Are you requesting the reservation of any Village spaces for the Event? YES NO

If yes, provide the number of spaces on Site Plan and purpose for which they will be used.

OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

Off duty police officers are required, at the applicant's expense, for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Large events may require a code compliance officer to ensure compliance with Village codes.

Do you anticipate needing off duty police officers for your Event? YES NO
Do you anticipate needing code compliance officers for your Event? YES NO

CONCESSIONS:

A no-compete clause pertaining to local restaurants will be required where applicable.

Are you planning to have any type of concessions? YES NO

If YES, has the Health Department approved participating vendors?
YES NO

If yes, is the food provided by a Non-Profit _____ or For Profit _____ organization?

Is the food free of charge _____ or for sale _____

Do all food vendors have necessary licenses or permits? YES NO

Please list the types of food that will be served:

Are you requesting any of the following types of cooking equipment be used on site:

Charcoal Grills _____ Sterno _____ Fryers _____ Open fires ____
Propane Grills _____ Refrigerators ____ Smokers _____ Hoods _____
Concession trailers ____ Warmers _____ LP Tanks ____ Other _____

Provide details of dispensing locations here and on-Site Plan

ALCOHOL

State liquor license is required to be submitted to the Village at least 30 days prior to the event

Are you planning on selling alcoholic beverages at the event? YES NO

If YES, has a liquor permit been obtained from the State of Ohio? YES NO

Provide details of dispensing locations here and on Site Plan

Provide contact information for all license holders that will be serving alcohol:

VENDORS

A list of all vendors their company name is required for initial approval and final list is required 30 days prior to event and subject to approval (add here or on separate page, and vendor location on site Plan):

Name Company Vendor Type

ANIMALS

Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to Village Council approval.

Are animals included in your event? YES NO
If yes, please give details:

FIREWORKS

(Fireworks require a supporting administrative permit approval process and application)

Are you requesting approval to discharge fireworks at the event? YES NO

SALE OF MERCHANDISE

Are you requesting approval to offer other items for sale at the event? YES NO

List items for sale:

RIDES

Rides or other amusement may require State and/or County inspection(s).

Copies of contracts with any provider of rides, mechanical devices and amusements shall be submitted to the Village at least 30-days prior to the event.

Are rides to be included in the Event? YES NO

If yes, please provide the number and description of each type:

Mechanical/Electrical:

Inflatable (bounce house etc.):

Manual (slides, trampolines):

Other:

FIRE WATCH or EMS ONSITE

If required by the appointed Fire Marshall, the applicant shall provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment, the cost of which is the responsibility of the applicant.

First Aid facilities may be required by Village at Event applicant's expense. Initial _____

INSURANCE

Insurance requirements differ depending on the type of event and if alcohol is served.

For events not serving alcohol and without fireworks, the Applicants shall provide a Certificate of Liability Insurance written in comprehensive form naming the Village as additional insured in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage with thirty days written notice required for cancellation.

Certificate of Liability Insurance naming the Village as additional insured is required from all Event businesses, promoters, and other related event planners

An approved form of a Certificate of Liability Insurance may be required with your Application

for approval by the Village Council and/or shall be provided the Village at least 30 days prior to the Event date.

Talk to Village Staff event application representative if your Event proposes serving alcohol or having fireworks about insurance requirements, as both require additional insurance.

Do you and all parties involved have the required insurance coverage needed for this Event?
YES NO

EVENT CONDITIONS

Approval for this Event shall expire without future action if the necessary documents such as, but not limited to, insurance certificates, health and liquor licenses, Sheriff public safety commitment, Fire Marshall or Development Services approvals, Maintenance of Transportation Plan, Solid Waste Plan, final Site Plan, any monies due to Village, and other material requirements are not submitted at least 30 days prior to Event.

Copies of State and County licenses for all vendors and contractors shall be filed with the Village 30 days in advance of the Event. (Final list of vendors and their locations shall be submitted to the Village no later than two weeks prior to the event unless otherwise approved in advance by Village.)

If the Event is approved by the Village Council, the Council can/will establish Event conditions that the applicant shall abide by during the Event. Standard Conditions shall include, but are not limited to the following:

1. Permission for this Event may be suspended or modified by the Village Council or designated Staff.
2. Setup of the Event will start at about _____ and the area will be cleaned and open by _____
3. The Sheriff's Department shall specify the number of detail officers needed for traffic and crowd control. The Applicants shall contract with SO for the detail deputies within ten (10) days of receiving Event application approval.
4. The Sheriff's Office shall approve the Applicant's Maintenance of Traffic Plan (MOT), if one is required.
5. The Applicants shall submit a solid waste and recycling plan for approval at least 30 days prior to the Event to the Village event application representative. The Applicant shall provide additional waste receptacles and recycling bins. During the event as needed and at the end of the event, the Applicant shall empty all of the waste receptacles and recycling bins and pick up litter within the event site and 100 feet of the site.
6. All signage will be approved and permitted by Village Development Services Director at least 30 days prior to the event
7. All related Fire Marshall and Building Official's related requirements have been approved
8. Provide proof of any additional restroom facilities being ordered at least 30 days prior to event
9. The event site shall be organized in a safe manner to protect attendees. All electric cords and similar material shall be covered so-as-to not pose a hazard to the public or event staff or will be battery operated.
10. Parking plan requirements have been identified and listed on event site plan
11. The Applicant shall provide a written notice to all properties affected by this event by (date), (30 days in advance) for approval prior to distribution; and confirm in writing which properties have been notified.
12. Clean up Deposit may be imposed, based on the final Site Plan, and due two weeks prior to the event.
13. Clean up fee starting at \$xxx will be charged if area is not cleaned to Village standards.

14. Final Site Plan must be presented (as approved) at least 48 hours in advance of the event.
15. Streets and sidewalks will be free of any debris and cleaned at the end of tear down.
16. A Damage Deposit may be imposed, based on size of event and location.
17. Village event application representative may approve minor logistical changes that are consistent with the Village Council's policy direction on approved special Events.
18. The Applicant shall meet the following minimum insurance requirements which may be modified by action of the Village Council for a specific Event:
 - a) Prior to issuance of the requested permit, proof of commercial general liability insurance, whether through a single policy, or a combination of policies, in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage.
 - b) No required policy shall have a deductible or self-insurance retention greater than \$15,000.
 - c) All policies must be issued by companies authorized to do business in the State of Ohio. The certification of insurance shall provide for the Village to receive 30 days' written notice prior to any cancellation, non-renewal or material change in the coverage. In any Event, the Applicant(s), "Responsible Party", shall be held responsible for providing the Village notice of any change in insurance coverage. The Village shall be named as an additional insured on all required insurance policies, and an endorsement reflecting this requirement shall be issued as part of any required policies. The Applicants shall provide an original certificate of insurance as evidence of continued coverage prior to any annual renewal of the permit.
 - d) In the Event that control of any applicable Event or activity, by contract or other arrangement, becomes the responsibility of a party other than the Applicant (the "sub-applicant"), the sub-applicant shall provide insurance and indemnification meeting the requirements of this Section under which the Applicant is applying, as if they were the Applicant and shall be held responsible for compliance as if the sub-applicant were the Applicant.
 - e) If applicable, at least thirty (30) days prior to the first Event, the Applicants shall provide a Certificate of Liquor Liability Insurance written in comprehensive form naming the Village as additional insured in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage, which provides coverage for each Event authorized by this permit. The Certificate shall specify that the Village will be given at least thirty (30) days written notice of any cancellation.
19. In the Event that insurance certificates, licenses and other material requirements are not provided by the required dates, the approval for this Event shall expire.
20. Applicant shall owe no monies to the Village at the time of the Event. There shall be no past due fines, moneys, fees, taxes or other charges owed to the Village by the current or past property owners or operators requesting the special Event permit. A special Event permit will not be issued until any/all past due debts to the Village are paid in full.
21. The Village application representative may terminate an Event due to the Applicant not complying with the terms and conditions of the Village Event permit, for health or safety issues, and for such as but not limited to, crowds that exceed the capacity of the Event site.

INDEMNIFICATION

Applicant shall indemnify, defend and hold harmless the Village, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event

Area, and arising from the use of the Village property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Village as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Village harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

PERMISSION OF THE PROPERTY OWNER

Applicant's and Property Owner's Certification

An event held on property that is not owned by the applicant requires the permission of the property owner, which is granted by having the property owner sign this special event application.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application or the approval of this event application by the Village Council does not grant any permission to violate any laws, ordinances or statutes.

Additions and/or revisions to this application must be submitted in writing.

<i>Applicant</i>	<i>Property Owner</i>
<i>I understand the Village's requirements to hold a special event and the information provided in this application is complete to the best of my knowledge.</i>	<i>I give the applicant permission to use my/our property for the proposed special event and I understand the Village's requirements to hold a special event and the information given by the applicant is complete to the best of my knowledge.</i>
Applicant's Signature (required): _____	Property owner's Signature (required): _____
Date _____	Date: _____
Applicant's (Print information below) Name: Title: Organization: Telephone: Mobile: Email:	Property Owner's (Print information below) Name: Title: Organization: Telephone: Mobile: Email:
STATE OF OHIO: COUNTY OF DELAWARE:	STATE OF OHIO: COUNTY OF DELAWARE:
SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Ohio, by _____ who is personally known to me/provided _____ as identification and who did/did not take an oath.	SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Ohio, by _____ who is personally known to me/provided _____ as identification and who did/did not take an oath.
My Commission Expires: _____ _____ Notary Public, State of Florida	My Commission Expires: _____ _____ Notary Public, State of Florida

SITE PLAN DETAILS

Site Plans often do not include the details that are necessary to approve an application or to issue a permit and delays are caused by rejections of initial applications.

The following details are intended to be a guide to assist you in developing a Site Plan. A current survey of the property is most helpful. If a survey is not available, a drawing depicting the area of the Event should include these details, as necessary. More than a one-page Site Plan may be included in your application if details of specific areas are important to your Event.

*A detailed map of the Event site identifying location of each of the following **MUST** be drawn here or attached to this application prior to submission. Dimensions are required to determine if available site will support all of the proposed activities.*

Cooking Areas need to be separated from public areas with fences or barricades

Canopy, tents or other covers: locations should include the size, type, & (shelter, vending, food, EMS)

Location:

The site of the event, with streets, parks and other landmarks identified

Routes for races, parades, etc.

Traffic routing and road closures

Ticket Kiosks

Access control points

Signage (*shall be approved by Development Services Director prior to submission to Village Council*)

Signs (location, size, color and wording)*

Public Services:

Fire lanes (emergency access for fire equipment and EMS)

Restroom facilities (incl. Portable & Private)

Locate electrical equipment, permanent and temporary (temporary electrical installation (must be to code and approved by Village)

Trash and Recycling receptacle locations

Smoking and No Smoking areas

Pedestrian walkways

Garbage Cans

Recycling Bins

Hazard/ Precautions:

Hazards at the site (ditches, construction areas, obstructions to pedestrian traffic, bodies of water)

Fencing, barriers, barricades, walls, gates, etc.

Gasoline, propane, grills, fire, charcoal, generators, any other flammable fuel

Fuel Storage and dispensing areas

Fire Extinguishers Minimum size 4A/10BC one every 75 ft. of travel. If cooking, Class K or 1 40BC rated Fire Extinguisher for every cooking station or canopy (at discretion of Fire Marshall)

Generators (shall be approved by Fire Marshall in advance)

Event:

Canopies, tents, stages (types shall be specified) locations for sales, food service, etc. *Large tents should require Fire Marshall approval of illuminated exit signs and fire extinguishers*

Vendor locations (booths or tables and approximate size, (Vendor's company names phone numbers and email addresses required on separate page at least 48 hours in advance of the Event)

Restrooms – Portable and Private

First Aid facilities

Trailers, storage, sleeping facilities, service boxes, displays, etc.

Alcohol serving/consuming areas

Rides and Amusements, Rides, demonstrations, performance areas and stages including Musicians and Artists

Parking:

Parking areas, location, parking spaces, and parking space numbers that will be blocked; to load/unload before, during or after the event and the amount of time for each occurrence

Code or Security Enforcement (paid by Event)

EMS stand-by or Fire watch areas (include first aid stations)

Police: Off duty police officers (if known)

DETAILED SITE PLAN

See above for inclusion examples

*A detailed map of the event site identifying location of each of the following **MUST** be drawn here or attached to this application prior to submission. Dimensions are required to determine if available site will support all of the proposed activities.*



Applicant's Certification

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application or the approval of this event application by the Village Council does not grant any permission to violate any laws, ordinances or statutes.

Additions and/or revisions to this application shall be submitted in writing.

I understand the Village of Galena's requirements to hold a special event and the information provided in this application is complete to the best of my knowledge.

Applicant's Signature (required)

Date

Applicant's Printed Name and Title/Organization

Telephone Number

STATE OF OHIO: COUNTY
OF DELAWARE:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Ohio,
by _____ who is personally known to me/provided
_____ as identification and who did/did not take an oath.

Notary Public, State of Ohio;
My Commission Expires: