



CITY OF LEBANON

Special Events Guidebook

2011 Edition

Provided By:

City of Lebanon
50 S Broadway
Lebanon OH 45036

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WELCOME!

Our community and The Board of Festivals and Tourism would like to thank you for choosing historic Lebanon, Ohio as the host city for your event! Festivals and Tourism have an important impact on the civic and economic life of Lebanon. They help to create a positive view of our selves and enhance the quality of life in our community. We are sure you will find a cooperative and friendly spirit among the businesses, merchants, employees and residents of Lebanon.

Once you complete the required preliminary event application, you will meet with The Board of Festivals and Tourism. The mission of this Board is to make sure that festivals and tourism stay in step with the community, and serve the needs of the community and its people. A variety of City departments are involved in the logistics required to produce a safe and successful community event as well. Once your event is approved, you will then meet with members of City staff who will guide you through the logistics of your event. In addition, the City requires an array of permits and approvals before an event may take place. In an effort to simplify the requirements of event organizers, the City has compiled this event application packet to help guide you through the planning process.

It is the goal of the City to coordinate efforts between your organization and city services, while promoting travel and tourism to Lebanon. Your City contact will assist you in completing the necessary forms in this packet and coordinating efforts between your organization and the city departments.

Please note that the event organizer is responsible for fees and wages for all City services as determined by the respective departments. In addition, the event organizer may be charged a rental fee for use of City equipment and facilities. A fee is also associated with lost or damaged items.

We believe you will find the enclosed information both helpful and easy to follow. Should you have any questions, please do not hesitate to contact the Marketing and Media Relations Coordinator, at (513) 228-3110.

The Board of Festivals and Tourism wishes you good luck with your event!

City of Lebanon
Board of Festivals and Tourism

SPECIAL EVENT GUIDELINES

Every event must go through the permit application process, whether yours is a new event or a yearly one. You have completed the toughest task of this process – outlining and planning your event. This Guidebook will assist you in completing the rest of the steps involved in hosting an event in Lebanon. Your staff liaison will walk you through the items contained in this packet.

This booklet will guide you through the four main steps in the process:

Step One: Special Event Guidebook

The guidebook will lead you through the application process, helping you to address all aspects of the event in a timely manner.

Step Two: Event Application Booklet

This booklet contains the necessary forms that must be completed to proceed with you event. You must complete the entire packet and return at least **60 days prior to your event** with the following items:

1. permit fee check: \$25 for parades: \$50 for all other special events
2. site map: a preliminary layout map of your proposed event

Step Three: Board of Festivals & Tourism Meeting

Event organizers are required to meet with the Board of Festivals & Tourism prior to any event. The board will review the preliminary event application and site map to determine if the event is desirable for the community, and make suggestions to facilitate the success of the proposed event. *Note: Some parade and walking events are not required to meet with the Board; you will be notified if you are required to meet.*

Step Four: City Staff- Services Meeting

Once the Board of Festivals & Tourism has approved the event to continue, the event organizers will have a meeting with members of City Staff to discuss services that will be provided for the event. Staff will review services requested and make recommendations to facilitate the success of the event.

CITY STAFF CONTACT LIST

Application & Final Permit

Karen Graves
Marketing and Media
Relations Coordinator
513-228-3110

Electrical

Tom Diegel
Division of Electricity
513-228-3210

Fire & EMS

Chief Mike Hannigan
Division of Fire
513-228-3850

Safety/Traffic/Parking

Dave Gehringer
Division of Police
513-228-3312

Signage (Promotional)

Jason Millard
City Planner
513-228-3172

Street Closure

Dan Wilson
Public Works Dept.
513-228-3701

Tent Permits

Scott Brunka
Deputy City Manager
513-228-3172

1. General Information

- A. LAYOUT – You are required to make an area map indicating the location of the following applicable items within your event area:
1. Entertainment or stage areas
 2. Alcoholic beverage concession areas.
 3. Food concession areas
 4. Vendor/Exhibitor areas
 5. Portable toilet facilities and hand washing stations (indicate number)
 6. Lost children area
 7. Event command post
 8. Shuttle sites and Parking: patron, handicap, supplier, volunteer, etc.
 9. Police and fire command post
 10. Emergency Routes
 11. Parade route, staging area, direction of procession, if applicable
- B. INSURANCE - Special event organizers are 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 must provide appropriate commercial insurance to protect both them and the City.
- Evidence of the coverage must be provided in the form of a Certificate of Insurance listing the City of Lebanon as an additional insured, covering all of the event days, including set-up and take-down days and must be presented to the City of Lebanon at least 30 days prior to the event. At a minimum, the policy must cover \$1,000,000 per incident and a \$2,000,000 aggregate. Event sub-contractors (rides, petting zoo, etc) are required to have the same coverage. Additional coverage may be required dependant upon the risk factor of your event.**
- C. DEPOSIT - A \$1,000 refundable security deposit made payable to the *City of Lebanon* is required prior to your event. This deposit will be held until after payment for the event is received, and will be returned if there are no incidents requiring additional city services.
- D. COMPLIANCE - Events must comply with all local, state and federal laws and ordinances. This includes, but is not limited to, park rules, sound ordinances, solicitation laws.
- E. AMERICANS WITH DISABILITIES ACT - The City of Lebanon is sensitive to the needs of persons who have disabilities and requires special event organizers to provide accessible restrooms and parking as well as reasonable access to events

2. Transient Vendors License

- A. Vendors can obtain information to obtain an application for a transient vendor's license from the State of Ohio at tax.ohio.gov.

3. Food and Beverage Concessions

- A. HEALTH DEPARTMENT - Health and licensing requirements apply to all food/beverage sales. Permits can be obtained from the Warren County Health Department. Licensed caterers and restaurants need not apply for this permit. To obtain permit guidelines and an application contact the Warren Co. Combined Health District at (513) 695-1220. 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.
- B. FIRE INSPECTION - All vendors must be inspected by the Lebanon Fire Department and receive a permit from them to operate at the festival. All tanks must be secured. **No propane heaters will be allowed.**
- C. FIRE EXTINGUISHERS - All vendors and booths with electric, propane, other cooking methods, etc. must have a 10 lb ABC extinguisher at their immediate location. All other vendors must have a 5 lb ABC extinguisher. The extinguisher must be in good working order and not past its expiration date. Extinguishers must be secured.
- D. TAX - The State of Ohio and Warren County Auditor have sales and taxation requirements for all non-county vendors. The information is contained in the back of this booklet. Please feel free to make copies available to your vendors who are in need of the information.
- E. WASTE CONTAINMENT - Vendors may not deposit any materials or items at the event site. Grease barrels, ash containers and gray water containers should be provided as necessary.
- F. DUSK - If you plan to sell food after dusk, all food booths must have internal lighting. Electrical service will be required for mechanical food refrigeration and heating equipment. Electrical power may also be necessary for entertainment and other event activities.

4. Alcohol

- A. PERMIT - If you plan to sell alcoholic beverages, you must apply for a liquor permit from the Ohio Division of Liquor Control in Columbus, Ohio. For more information, please call Liquor Control at (614) 644-2431, or visit their website at www.state.oh.us/com/liquor/liquor2i.htm.
- B. SERVING - The event organizer is responsible for checking the identification of all persons being served alcohol and for ensuring all persons acting as servers are over the age of 21. It is also the volunteer servers' responsibility to make sure that intoxicated persons are not served. A detailed plan for the sale of alcoholic beverages, including id methods, security, etc, must be submitted for review. In addition, a description of the training the servers will receive must be submitted. Included in this session should be an overview of the liquor laws and the individual's liability in enforcing them.
- C. LIQUOR LIABILITY - **You will be required to hold Liquor Liability Insurance (\$1,000,000 per incident) and name the City of Lebanon as an additional insured. A copy of your liquor permit and liquor liability insurance must be on file with the City of Lebanon 10 days prior to your event**

5. Traffic

- A. **STREET CLOSURES** - The event organizer is responsible for maintaining a minimum 12-foot wide fire and emergency lane through all areas. The Fire and Police divisions and the Bureau of Streets will have final approval on all street closings. This includes parades, runs, and walks. City staff must approve rerouting traffic, the blocking of streets, and shuttle plans. Alleys must remain unblocked at all times throughout the event.
- B. **NEWSPAPER NOTIFICATION** – Special event organizers are responsible to post a notice in the local newspaper (Western Star) of any road closures during the scheduled posted event. The notice should list the roads to be closed and the time of the road closing. The notice should be posted one week in advance of the event. You can contact the Western Star for current rates at 513-696-4513.
- C. **NOTIFICATION TO AFFECTED RESIDENTS AND BUSINESSES** - 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 permit. Letter must receive approval from the City of Lebanon prior to being mailed.
- D. **ON-STREET PARKING REMOVAL** - If you wish to eliminate on-street parking during your event, you must indicate the request on the special event permit application.
- E. **PARKING** - A vehicle may not be parked or driven on any sidewalk or City-owned grassy area without prior approval. You will need to develop parking and shuttle plans. Please note all areas where public parking is available, shuttle service is provided, parking is restricted, traffic is detoured and appropriate signage is located. The Division of Police may require shuttles for larger events.

6. Security and Safety Procedures

- A. **EVENT SECURITY** - Security must be present during all event hours. The Lebanon Police Department will determine if security after event hours is necessary. The Lebanon Division of Police will have final determination on the number of officers and vehicles needed for your event based on road closures, crowd sizes, parking plans, traffic flow, dignitaries/celebrities and alcohol consumption.
 - a. Minimum public safety staffing will be determined by the City Manager. Only sworn officers are allowed to secure the event.
 - b. City of Lebanon Officers – a minimum of two (2) officers per event must be used. This number may be adjusted dependent upon the event. An additional one (1) City of Lebanon officer is required if alcohol is to be served.
 - c. Additional Officers- In the event that additional officers are required, as determined by the City Manager, the City of Lebanon Police Division will make every effort to provide the additional personnel. Should the City of Lebanon Police Division not be able to provide all needed sworn officers, the City will work with area Police divisions

to provide the additional staffing. The costs associated with the additional Police services will be extended to the event sponsor.

- B. SECURITY PLAN - It will be necessary for you to develop a security and safety plan for your event. Your plan needs to include procedures for crowd control, collection and depositing of cash, lost child procedures, entry points for emergency vehicles, communication throughout the event area, and emergency evacuation and severe weather procedures. Additionally, you may need to include VIP areas, entertainment, stage security, media areas and private security services.
- C. EXIT LIGHTING - If the event is to occur at night, the safety of patrons coming to and leaving from the event is important. Please make arrangements for exit lighting.
- D. COMMAND POST - It will be necessary to have a command post that serves as a central location for information, lost children, etc. At least one person of authority must be on site and at the event at all times. The person(s) must have the authority to cancel or greatly modify the event plans, and must be in contact by radio from your command post at all times.
- E. FIRST AID - It will be necessary to provide first aid services for event patrons. The first aid area should be in a central location staffed by personnel.

7. Entertainment

- A. ENTERTAINMENT SCHEDULE – If entertainment will be provided at the event, please attach a listing of all entertainment, indicating name of the act, type of entertainment provided, day and time of the act. If you are having a headlining act, you will be required to submit proof of a contractual agreement 30 days prior to your event.
- B. PARADES, PROCESSIONS, BIKE AND FOOT RACES – City street closures for the use of parades, processions, bike and foot races, etc., must be indicated on the special event permit and accompanied by a detailed suggested route map. The Special Events Committee will work with you to determine the best route possible. The City Manager will have final approval of the route.

The City of Lebanon will establish the number of officers necessary to properly secure a parade. The parade route and the numbers of units will determine the number of officers required. The Lebanon Police Department has the authority to mandate all routes and positions to provide for the safety of Lebanon residents and event participants.

Please note that tossing any items (candy, gum, etc.) to onlookers on the parade route is prohibited.

- C. FIREWORKS – Fireworks must be coordinated through the Division of Fire, and receive a permit to be displayed. The Fire and Police Divisions must both approve fireworks sites.
- D. AMUSEMENTS & ATTRACTIONS – The Division of Fire must inspect all amusements and attractions, such as rides and haunted houses. Rides also need to be inspected by the Ohio Department of Agriculture. Event sub-contractors must have insurance listing the City of Lebanon as an additional insured.

- E. **NOISE CONTROL** – Individuals or organizations must not create noise that can be clearly heard from a distance of 50 feet and is disruptive to any person of normal sensitivity. Construction operations may only take place between 7 a.m. and 9 p.m. Requests may be made to the Office of the City Manager to extend these hours on a project-by-project basis. The loading and unloading of commercial waste containers may only take place between 7 a.m. and 9 p.m. Inappropriate creation of noise or violation of construction and commercial waste removal hours are subject to penalty.

Noise violation exceptions include:

- (a) Construction operations conducted by the City of Lebanon
 - (b) Operation of safety/emergency equipment, warning sirens & emergency vehicles
 - (c) Sound emanating from scheduled special events conducted or permitted by the City of Lebanon and Lebanon City Schools
 - (d) Emergency work authorized by the City of Lebanon
- F. **ANIMALS** – The use of animals for parades and other special events is permitted. However, to keep our community as clean as possible, the sponsoring organization is responsible for the immediate clean up of all animal waste.

8. Sanitation

- A. **RESTROOMS** - The event organizer is responsible for providing and servicing portable restrooms during events when permanent facilities are not available or are limited. Please include provisions for people with disabilities. Restroom and portable toilet facilities must be properly maintained and restocked throughout the event. Arrangements must be made to have this done on a regular basis. As a general rule: 2 units per 500 people, in addition to, some handicap units to be scattered throughout festival.
- B. **TRASH** – Trash must be picked up regularly throughout the festival and a final cleaning at the conclusion of the event. Proof of the group responsible for picking up trash must be provided, as well as the times trash will be picked up. A dumpster must be provided near the event area for trash disposal. The Bureau of Streets must approve the size and location of the dumpster. The City of Lebanon will have final approval as to the number of trash pick ups, and the size and location of the dumpster. As a rule, a minimum of two (2) trash pick-ups during event hours per every 10,000 people anticipated.
- C. **FINAL CLEAN UP** – The Bureau of Streets will begin the final clean up immediately upon the conclusion of the event. This will consist of sweeping the streets in the event area and picking up all bagged garbage. Final event clean up of the sidewalks and parking lots are the responsibility of the event organizer. Posting of any bills, flyers, posters, stickers, etc. onto any city property are the responsibility of the event organizer.
- D. **BILLING** – The event organizer will be billed for any lost or damaged items (e.g. trash cans) or for any excessive trash to be cleaned up at the end of the event.

9. Electrical Issues

- A. **LOCATION** - All vendors requiring electricity must be located in the same vicinity.

- B. HEATERS - Electric heaters are not permitted in the event area.
- C. ELECTRICITY LAYOUTS - Event organizer must supply the electric department final payment and a final copy of booth layouts and electric requirements no less than four weeks prior to the festival.
- D. ELECTRICAL CORDS – Outdoor extension cords must be City-approved GFI extension cords. Hardware store varieties are not permitted to be used outdoors. Vendors must supply at least a 50’ electric cord to reach their electric source.
- E. VENDOR ELECTRIC - Food vendors requiring electricity must complete a Vendor Electric Request and submit it to the event sponsor with the appropriate payment made payable to the event organizer. The event sponsor will assign vendor spaces and make arrangements with the Electric Department regarding the amount of electricity requested. The event sponsor is responsible for collecting the vendor fees and applications for each vendor. The event sponsor must submit all applications together with one check for the total vendor fees.

10. Building & Zoning Issues

- A. TENTS - If you plan to erect a tent or canopy over 120 sq ft in the event area, it will be necessary to complete a Tent Permit from the Lebanon Department of Planning and Development. The fire department requires proof of flammability standards on tenting material; certification for this must be provided at the time of application for permit. Each staked 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.

Below are the requirements contained in the Ohio Building Code for permitting tents.

Note: Wind Load for this area is 90 MPH.

3102.1.1 Approval required.

Tents and membrane structures having an area in excess of 200 square feet (19 m²) and canopies in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first receiving plan approval in accordance with the provisions of Chapter 1.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Canopies open on all sides which comply with all of the following:
 - 2.1. Individual canopies having a maximum size of 700 square feet (65 m²).
 - 2.2. The aggregate area of multiple canopies placed side by side with a minimum clearance of less than 12 feet (3658 mm), not exceeding 700 square feet (65 m²).
 - 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

3102.1 General.

The provisions of this section shall apply to tents, air-supported, air-inflated, membrane-covered cable, membrane-covered frame structures, and tensioned membrane structures, collectively known as membrane structures, including circus and carnival tents, entertainment, recreational and food service establishments and other similar structures.....

TENT. A structure or shelter constructed of fabric or other pliable material supported by any manner except by air or the contents that it protects.

3102.6.1 Noncombustible membrane.

A noncombustible membrane shall be permitted for use as the roof or as a skylight of any building or atrium of a building of any type of construction provided it is at least 20 feet (6096 mm) above any floor, balcony or gallery.

3102.6.1.1 Flame-resistant membrane.

A flame-resistant membrane shall be permitted to be used as the roof or as a skylight on buildings of Type IIB, III, IV and V construction provided it is at least 20 feet (6096 mm) above any floor, balcony or gallery.

3102.7 Engineering design.

The structure shall be designed and constructed to sustain dead loads; loads due to tension or inflation; live loads including wind, snow or flood and seismic loads and in accordance with Chapter 16.

SECTION 1605 LOAD COMBINATIONS

1605.1 General.

Buildings and other structures and portions thereof shall be designed to resist the load combinations specified in Section 1605.2 or 1605.3 and Chapters 18 through 23, and the special seismic load combinations of Section 1605.4 where required by Section 1620.2.6, 1620.2.9 or 1620.4.4 or Section 9.5.2.6.2.11 or 9.5.2.6.3.1 of ASCE 7. Applicable loads shall be considered, including both earthquake and wind, in accordance with the specified load combinations. Each load combination shall also be investigated with one or more of the variable loads set to zero.

1. Floor and roof live loads.
2. Ground snow load , P g .
3. Basic wind speed (3-second gust), miles per hour (mph) (km/hr) and wind exposure.
4. Seismic design category and site class.

B. INSPECTIONS - The Lebanon Fire Department and the Lebanon Department of Planning and Development will conduct an on-site inspection of all tents, bleachers, platforms and other structures.

11. Signage

The City of Lebanon sign code is fairly simple, but also restrictive. Please describe and indicate the location of all signage to be used during and preceding your event on the special event application. Permission from the city 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. A temporary sign permit may be obtained from the Division of Building and Zoning.

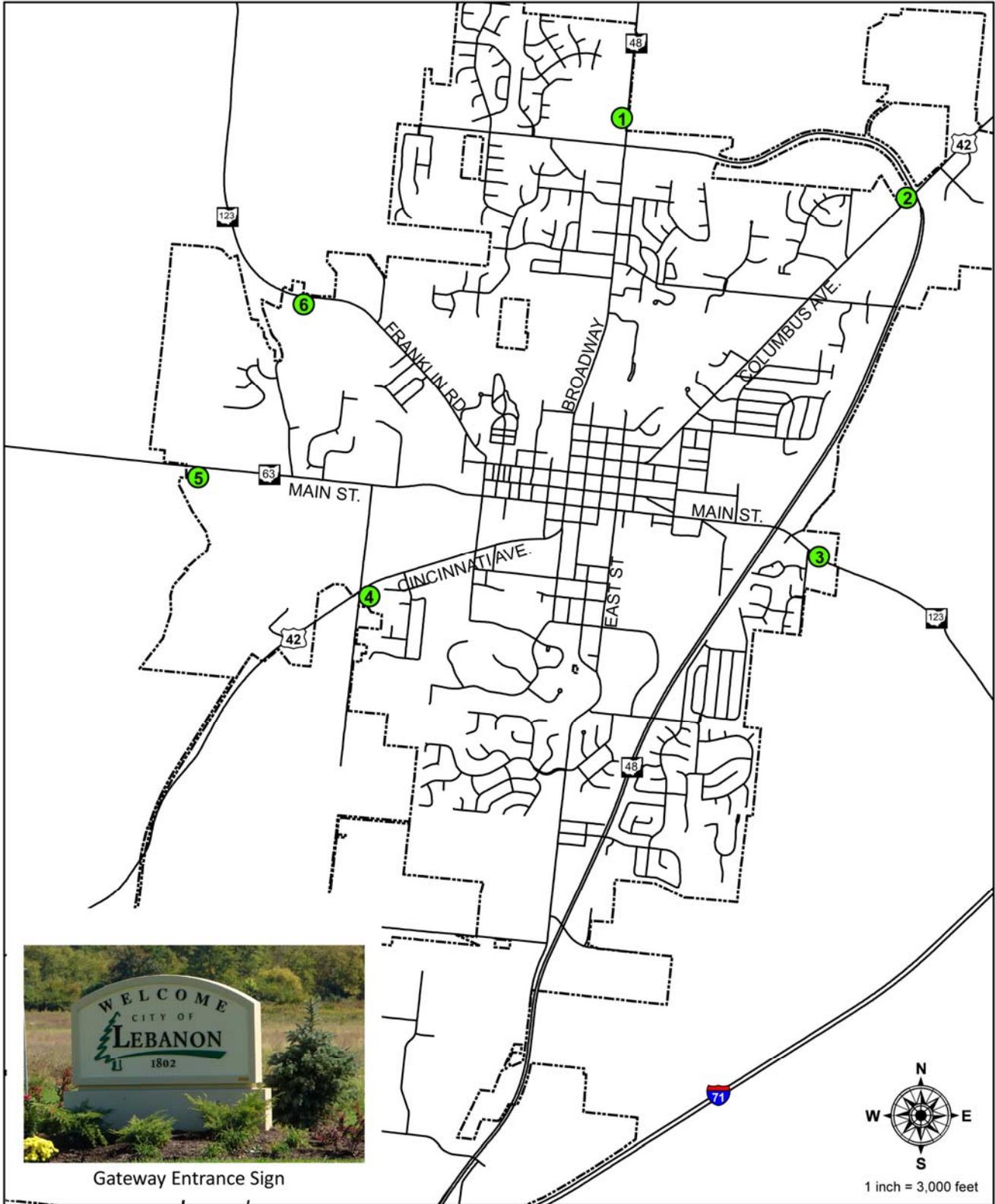
A. ON-SITE SIGNAGE - On-site community event signage is to be used ONLY for the duration of the event. A maximum of two (2) temporary signs are permitted on-site without a permit. The maximum size of each sign shall not exceed six(6) square feet in sign area and four (4) feet in overall height. A sign in excess of six(6) square feet shall require a permit and is limited to one (1) sign per event not to exceed 32 square feet in overall sign area and six(6) feet in overall height. All temporary signs shall maintain a minimum setback of ten (10) feet from all property lines.

B. OFF-SITE SIGNAGE - Off-site signage shall adhere to the size and height standards as indicated above and is restricted in location to the City gateway signs as shown on the map provided in the application . A temporary sign permit is required for the placement of off-site signs in excess of six (6) square feet. Prohibited sign locations include: public right-of-way, any location where the view of approaching and intersecting traffic would be obstructed, and private property (off-premise). A *City Map detailing the designated off-site sign locations is available on the following page.*



SPECIAL EVENT SIGNAGE - OFF-SITE SIGN LOCATIONS

The sites below indicate locations of City of Lebanon gateway entrance signs where temporary off-site event signs can be placed. A temporary event sign shall be placed to the right (if facing) of the gateway entrance sign, in addition to other applicable zoning requirements.



12. Invoicing for City Services

If the event organizer requests City services or if the Special Events Committee has determined that City services are necessary to hold a safe and successful event in the City of Lebanon, the event organizer will be invoiced for those services. In addition, fees will be assessed for use of equipment. Note: Recipients of In-Kind Services through the City's Civic Donation Program will not receive a cost estimate or final bill.

- A. **ESTIMATE** - An estimate of the cost of City services will be provided to the event organizer after the initial special event meeting. This estimate could be affected by weather, changes made by the event organizer, crowd size and other factors. Pursuant to the fees set forth in Administrative Order No. 4167, event organizers will be billed for all city services.
- B. **FINAL BILL** - An invoice will be sent outlining the cost of the services provided by the City. It is necessary for the event organizer to remit payment within 30 days of receipt.

SUPPLEMENTAL INFORMATION

The remaining pages of this document contain a variety of information related to hosting an event. A brief description of each item is listed below.

- Checklist for Preparedness
- Sample Press Release & Media Worksheet
Press release that can be used as a guideline when promoting the event and a comprehensive Dayton/Cincinnati guide to media outlets.
- Excerpt from Ohio Fire Code
This item provides information regarding the prohibition of the use of propane heaters at events.
- Administrative Order No. 4167
This item provides information on the City policies regarding events and fees.
- Sample-Special Event Permit & Cost Estimate
This certificate is presented to an event organizer from the City of Lebanon at the completion of the event planning process. It outlines the agreement reached by the event organizers and the City of Lebanon in the Special Event Committee meeting, as well as any special requirements needed to perform the event successfully. The Cost Estimate will provide the event organizer with the approximate fees to be charged related to City-services provided for the event.
- Post-Event Site Evaluation
A checklist provided for the event organizer to use at the conclusion of the event. It is important to make sure the event area is as clean and orderly after the event as it was prior to the event.
- Event Application Booklet
This booklet must be completed and submitted to the Marketing Coordinator at the City of Lebanon no less than **60 days prior to the event.** An application fee and preliminary site plan must also be submitted at this time.

CHECKLIST FOR EVENT PREPAREDNESS

Did you...

- | | |
|--|---|
| 1. Rent enough portable restrooms? | City facilities are not sufficient for events. |
| 2. Rent tent(s)? | Use water barrels, not stakes! |
| 3. Make enough helpful signs? | People need to know the basics. |
| 4. Post notice of road closings in newspaper? | A posting must be made in the Western Star |
| 5. Provide sound equipment? | Sound does not carry well outside. |
| 6. Obtain stage lighting? | Evening events will need lighting. |
| 7. Secure a stage? | Stages help people see performers in crowds. |
| 8. Obtain or request a stage canopy? | Be prepared for the weather. |
| 9. Secure sufficient parking? | Parks & lots have limited parking – use shuttles. |
| 10. Get enough trash bags/liners? | Change liners often during events. |
| 11. Consider additional lighting in tents? | Tents get dark – plan for evening events. |
| 12. Contract for traffic barricades and barrels? | Street closures require proper devices. |
| 13. Obtain fencing to protect sensitive areas? | Flowerbeds and such must be protected. |
| 14. Get grease barrels for vending areas? | Vendors must legally dispose of grease. |
| 15. Provide ash containers for vendors? | Vendors must legally dispose of ash. |
| 16. Provide gray water containers for vendors? | Vendors must legally dispose of gray water. |
| 17. Provide for a first aid station? | Event participants need available medical. |
| 18. Obtain staff for event clean up? | Events require constant attention. |
| 19. Secure enough maintenance supplies? | Trash bags, gloves, tools, etc. |
| 20. Rent tables and chairs? | Use for information booths, vendors, and public. |
| 21. Secure fire extinguishers? | Fire Division requires these in all tents, etc. |
| 22. Get enough radios for volunteers? | Use command post to coordinate radios & phones. |
| 23. Plan for access for the disabled? | Restrooms, parking, seating, ramps. Etc. |
| 24. Recruit enough volunteers? | Get twice as many as you think you need! |
| 25. Develop an emergency plan? | Tornado, blizzard, thunderstorm, fire, etc. |
| 26. Develop a detailed site map? | A must in parks, a strategic foundation. |
| 27. Develop an event budget? | Set aside extra cash for emergencies. |

Planning a special event takes a tremendous amount of time, energy, money, and organizational skill. As an event promoter you are responsible for all aspects of the event. The above list was designed to be used as a guide, but is by no means all-inclusive as every event is different. Several things you can do to create a successful event include developing a dedicated, experienced committee, consulting often with all involved City departments, keeping all details straight and organized, and following up on all plans and arrangements.

Sample Press Release

FOR IMMEDIATE RELEASE

CONTACT: Your name and phone

A ONE-LINE HEADLINE TELLS THE MAIN POINT OF YOUR STORY

In the lead paragraph you expand upon the idea in the headline and include more event details, such as organizer or significance. If the date is important to your event, it should be included here with the time and location.

The second paragraph contains supporting or background information, logistics information, or a secondary angle, if necessary.

The third paragraph can cover a second or third angle, or less relevant information that supports your event.

The fourth paragraph can reiterate or summarize your logistics information, such as providing directions or hours the attraction is open. You should also include a number to call for more information. Depending upon the nature/detail of your event, you may not need four paragraphs for your press release.

Keep in mind when writing a press release:

- ♦ Use simple font of 10-12 points.
- ♦ Do not use complicated sentences or large words.
- ♦ Always include a number for the public to call for more information.
- ♦ Target the press release to the audience and publication you are trying to reach.
- ♦ There is no guarantee it will be printed.
- ♦ Photographs can accompany your press releases, however make sure the photo is easily reproduced and can be cropped. Include a caption for your photo.
- ♦ Press releases should be sent a minimum of one week prior to your target date of print. Larger or non-weekly publications may require up to six (6) or eight (8) weeks.

TENTS AND OTHER MEMBRANE STRUCTURES

tation that could create a fire hazard within 20 feet (6096 mm) from the structure. Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

(6) **2404.6 Smoking.** Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with *paragraph (J)(310) of rule 1301:7-7-03 of the Administrative Code.*

(7) **2404.7 Open or exposed flame.** Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

(8) **2404.8 Fireworks.** Fireworks shall not be used within 100 feet (30 480 mm) of tents, canopies or membrane structures.

(9) **2404.9 Spot lighting.** Spot or effect lighting shall only be by electricity, and all combustible construction located within 6 feet (1829 mm) of such equipment shall be protected with approved noncombustible insulation not less than 9.25 inches (235 mm) thick.

(10) **2404.10 Safety film.** Motion pictures shall not be displayed in tents, canopies or membrane structures unless the motion picture film is safety film.

(11) **2404.11 Clearance.** There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.

(12) **2404.12 Portable fire extinguishers.** Portable fire extinguishers shall be provided as required by *paragraph (F)(906) of rule 1301:7-7-09 of the Administrative Code.*

(13) **2404.13 Fire protection equipment.** Fire hose lines, water supplies and other auxiliary fire equipment shall be maintained at the site in such numbers and sizes as required by the fire code official.

(14) **2404.14 Occupant load factors.** The occupant load allowed in an assembly structure, or portion thereof, shall be determined in accordance with *rule 1301:7-7-10 of the Administrative Code.*

(15) **2404.15 Heating and cooking equipment.** Heating and cooking equipment shall be in accordance with this *paragraph.*

(a) **2404.15.1 Installation.** Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *mechanical code* and the *International Fuel Gas Code* as listed in *rule 1301:7-7-45 of the Administrative Code,* and shall be approved by the fire code official.

(b) **2404.15.2 Venting.** Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *International Fuel Gas Code* and the *mechanical code* as listed in *rule 1301:7-7-45 of the Administrative Code.* Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent, canopy or membrane

structure shall be not less than 12 inches (305 mm) from the flue or vent.

(c) **2404.15.3 Location.** Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

(d) **2404.15.4 Operations.** Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.

(e) **2404.15.5 Cooking tents.** Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet (6096 mm).

(f) **2404.15.6 Outdoor cooking.** Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) from a tent, canopy or membrane structure.

(g) **2404.15.7 Electrical heating and cooking equipment.** Electrical cooking and heating equipment shall comply with the *building code* and *NFPA 70* as listed in *rule 1301:7-7-45 of the Administrative Code.*

(16) **2404.16 LP-gas.** The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with this *paragraph.*

(a) **2404.16.1 General.** LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with *rule 1301:7-7-38 of the Administrative Code* and with the *International Fuel Gas Code* as listed in *rule 1301:7-7-45 of the Administrative Code.*

(b) **2404.16.2 Location of containers.** LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy or membrane structure.

(i) **2404.16.2.1 Containers 500 gallons or less.** Portable LP-gas containers with a capacity of 500 gallons (1893 L) or less shall have a minimum separation between the container and structure not less than 10 feet (3048 mm).

(ii) **2404.16.2.2 Containers more than 500 gallons.** Portable LP-gas containers with a capacity of more than 500 gallons (1893 L) shall have a minimum separation between the container and structures not less than 25 feet (7620 mm).

(iii) **2404.16.2.3 Protection and security.** Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, canopy or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

(17) **2404.17 Flammable and combustible liquids.** The storage of flammable and combustible liquids and the use of flammable-liquid-fueled equipment shall be in accordance with this *paragraph.*

(a) **2404.17.1 Use.** Flammable-liquid-fueled equipment shall not be used in tents, canopies or membrane structures.

GENERAL PRECAUTIONS AGAINST FIRE

- (x) Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning, and shall be located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.

(c) **308.3.3 Location near combustibles.** Open flames such as from candles, lanterns, kerosene heaters, and gas-fired heaters shall not be located on or near decorative material or similar combustible materials.

(d) **308.3.4 Aisles and exits.** Candles shall be prohibited in areas where occupants stand, or in an aisle or exit.

(e) **308.3.5 Religious ceremonies.** When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.

(f) **308.3.6 Theatrical performances.** Where approved in accordance with the permit requirements of rule 1301:7-7-33 of the Administrative Code, open-flame devices used in conjunction with theatrical performances are allowed to be used when adequate safety precautions have been taken in accordance with NFPA 160 as listed in rule 1301:7-7-45 of the Administrative Code.

(g) **308.3.7 Group A occupancies.** Open-flame devices shall not be used in a Group A occupancy.

Exceptions:

1. Open-flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants:
 - 1.1. Where necessary for ceremonial or religious purposes in accordance with paragraph (H)(3)(e)(308.3.5) of this rule.
 - 1.2. On stages and platforms as a necessary part of a performance in accordance with paragraph (H)(3)(f)(308.3.6) of this rule.
 - 1.3. Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
2. Heat-producing equipment complying with rule 1301:7-7-06 of the Administrative Code and the mechanical code as listed in rule 1301:7-7-45 of the Administrative Code.
3. Gas lights are allowed to be used provided adequate precautions satisfactory to the fire code official are taken to prevent ignition of combustible materials.
- 4) **308.4 Torches for removing paint.** Persons utilizing a torch or other flame-producing device for removing paint from a structure shall provide a minimum of one portable fire extinguisher complying with paragraph (F)(906) of rule 1301:7-7-09 of the Administrative Code and with a minimum 4-A rating, two portable fire extinguishers, each with a minimum 2-A rating, or a water hose connected to the water supply on the premises where such burning is done. The person doing

the burning shall remain on the premises 1 hour after the torch or flame-producing device is utilized.

(a) **308.4.1 Permit.** A permit in accordance with rule 1301:7-7-01 of the Administrative Code shall be secured from the fire code official prior to the utilization of a torch or flame-producing device to remove paint from a structure.

(5) **308.5 Open-flame devices.** Torches and other devices, machines or processes liable to start or cause fire shall not be operated or used in or upon hazardous fire areas, except by a permit in accordance with rule 1301:7-7-01 of the Administrative Code secured from the fire code official.

Exception: Use within inhabited premises or designated campsites which are a minimum of 30 feet (9144 mm) from grass-, grain-, brush- or forest-covered areas.

(a) **308.5.1 Signals and markers.** Flame-employing devices, such as lanterns or kerosene road flares, shall not be operated or used as a signal or marker in or upon hazardous fire areas.

Exception: The proper use of fuses at the scenes of emergencies or as required by standard railroad operating procedures.

(b) **308.5.2 Portable fueled open-flame devices.** Portable open-flame devices fueled by flammable or combustible gases or liquids shall be enclosed or installed in such a manner as to prevent the flame from contacting combustible material.

Exceptions:

1. L.P.-gas-fueled devices used for sweating pipe joints or removing paint in accordance with rule 1301:7-7-38 of the Administrative Code.
2. Cutting and welding operations in accordance with rule 1301:7-7-26 of the Administrative Code.
3. Torches or flame-producing devices in accordance with paragraph (H)(4)(308.4) of this rule.
4. Candles and open-flame decorative devices in accordance with paragraph (H)(3)(308.3) of this rule.

(6) **308.6 Flaming food and beverage preparation.** The preparation of flaming foods or beverages in places of assembly and drinking or dining establishments shall be in accordance with paragraph (H)(6)(308.6) of this rule.

(a) **308.6.1 Dispensing.** Flammable or combustible liquids used in the preparation of flaming foods or beverages shall be dispensed from one of the following:

- (i) A 1-ounce (29.6 ml) container or
- (ii) A container not exceeding 1-quart (946.5 ml) capacity with a controlled-pouring device that will limit the flow to a 1-ounce (29.6 ml) serving.

(b) **308.6.2 Containers not in use.** Containers shall be secured to prevent spillage when not in use.

(c) **308.6.3 Serving of flaming food.** The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames. The pouring, ladling or spoon-

Effective this date, the following "Special Events, Community Celebrations, and Food Vendor Operations Administrative Policy" shall apply.

Definition of a Special Event: A Special Event is defined as any festival, concert, parade, public performance, or announced public gathering held on a public street, right-of-way, or property of the City. Special Events on private property included are those, which may impact public safety or welfare due to their proximity to surrounding public or private property.

Permit exceptions: This policy shall not apply to:

- 1) funeral processions supervised by a licensed mortuary
- 2) picketing as permitted by City ordinance
- 3) events officially sponsored by and managed by the City of Lebanon

The City Manager may authorize short-term street closures for minor events such as weddings, school functions, and neighborhood "block parties" in the absence of an event permit when it is determined that due to the time, location, and duration of the event that minimal impact to public safety and welfare will occur.

The City Manager may issue Food Vendor Permits for non special event activities on publicly owned property, such as athletic events, and establish appropriate facility use and utility service fees. A Food Vendor Permit will authorize access to City property and does not relieve the vendor from compliance with applicable food service regulations and licensing requirements. No Food Vendor Permits will be issued that conflict with any facility use agreements or Special Events as defined above.

City staff involvement: The City Marketing Coordinator will serve as the liaison with special event organizers. A Special Events Committee will be appointed to review Special Event Permit Applications. The City Manager is the final approval authority for all special events.

Special Event Coordinators must complete the following:

- **Preliminary Special Event Application** completed at least 60 days prior the event and presented to the Board of Festivals and Tourism for their recommendation for continuance with the process.
- **Special Event Permit Application** must be completed not less than 30 days prior to the event. The application shall be signed by an authorized representative from the organization requesting the application.

Issue of Permit:

- **Criteria of Issuance of a Special Event Permit.** The City Manager, based on the recommendations of the Special Events Committee, shall issue a permit for a proposed event unless it is determined that:
 - The Special Event Permit Application is not complete in all material respects.
 - The conduct of the special event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route or will cause significant disturbance to surrounding residents and businesses, or emergency services;

- The conduct of the special event will require the diversion of so great a number of City personnel to properly staff the special event that adequate service cannot be provided to the remainder of the City;
 - The conduct of the special event is likely to result in violence to persons or property, causing serious harm to the public;
 - The special 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;
 - The date or location of the special event is in direct conflict with an existing event.
- **Compliance with other laws.** The granting of any Event Permit required by this policy shall not eliminate compliance with federal, state or local statutes, ordinances, rules or regulations.

Revocation of a Special Event Permit (prior to event): A Special Event Permit may be revoked at the discretion of the City Manager upon a finding that the health or safety of the public is threatened by an emergency, disorder, or other unforeseen condition which has arisen and after notice to the permit holder, cannot be accommodated by the permit holder within a reasonable time as determined by the City. Additionally, a Special Event Permit may be revoked if it is determined that information provided in the permit application has been misrepresented or falsified.

Revocation of a Special Event Permit (during event): A Special Event Permit may be revoked by the City during the event if it is determined by the City that the safety of the public or City-owned facilities has been placed at risk due to adverse weather conditions, actions by the permit holder or event participants, or any other contingency adversely affecting the health, safety or welfare of the public. The following City staff members have the authority to revoke a special event permit; City Manager, Deputy City Manager, Chief of Police, Fire Chief or Incident Commander acting on behalf of the City Manager. If the Special Event Permit is revoked, the permit holder must take immediate steps to terminate all event activities in an orderly manner.

Duties of Permittee:

Generally: A permittee under this ordinance shall comply with all permit directions and conditions.

Display or carrying of special event permit: The applicant, individual or any representative of the organization shall display the permit or carry it upon his/her person during the special event.

Service Rates

Event organizers are responsible for all costs associated with City staff and equipment necessary to hold a safe and successful special event in the City of Lebanon. The following rates shall apply for services incurred in direct association with a special event (as defined above):

Labor Charges

Bureau of Streets & Maintenance	\$35.00/hr
Division of Electricity	\$50.00/hr
Fire Inspector	\$25.00/hr
EMS	\$50.00/hr (first 2-hrs – per EMS member)
	\$25.00/hr (each additional hour – per EMS member)
	A minimum of 2 EMS staff members is required

Fire Fighter	\$50.00/hr (first 2-hrs – per FF) \$25.00/hr (each additional hour – per FF) A minimum of 2 fire fighters is required
Division of Police	\$90.00 - (first 2-hours) \$45.00/hr (each additional hour)
<u>Equipment Charges</u>	
Dump Truck	\$50.00/hr
Bucket Truck	\$75.00/hr
Ambulance	\$50.00/hr (first 3-hours) \$30.00/hr (each additional hour)
Fire Engine	\$75.00/hr (first 3-hours) \$45.00/hr (each additional hour)

Administrative Order No. 4130, dated February 6, 2009, is hereby rescinded.


George P. Clements
City Manager

Copies: All Department Heads



Cost Estimate of City Services for Special Event

Event:
Date:
Times:
Location:

Staff Special Event Meeting Held:

Estimated Costs for City Services (per services requests forms/staff recommendations):

- **Public Works:** \$xxxx (XX staff members @\$35/hour for a total of XX hours)
- **Division of Police:** \$xxxx (\$90 per officer for the **first 2 hours or less**; \$45 per officer for each additional hour)
- **Division of Electricity:** \$xxxx (XX staff members @\$50/hour for a total of XX hours)
- **Fire Inspector:** \$xxxx (XX staff members @\$25/hour for a total of XX hours)
- **EMS:** \$xxxx (XX staff members @\$25/hour for a total of XX hours). A minimum of 2 hours is required.

Estimated Costs: \$
 In Kind Services Contribution: \$
Total: \$

I _____, as representative of, _____ understand the following:

1. Agree to compensate the City of Lebanon for all services provided as outlined in the event application.
2. A, *Special Event Permit*, must be issued by the City Manger before any services can be rendered.

Group Representative Signature

Date



Special Event Permit

Event:
Date:
Times:
Location:

Approval Checklist:

- The event coordinator has submitted the event application booklet, fee and signed Indemnity agreement.
- The event has been recommended to continue with the application process by the Board of Festivals and Tourism.
- The event coordinator has met with City Staff to coordinate the services required for the event.
- The event coordinator has provided a Certificate of Insurance listing the City of Lebanon as an additional insured, covering all of the event days. The policy coverage is a minimum of \$1,000,000.00 per incident and a \$2,000,000.00 aggregate
- The event coordinator has submitted a \$1,000.00 security deposit made payable to the City of Lebanon.
- The event coordinator has submitted an alcohol permit to serve/sell alcohol at the event.
- The event coordinator has submitted all vendor electric applications and payment.
- The event coordinator has received and signed the ***Cost Estimate of City Services for the Special Event.***

Special Event is:

APPROVED NOT APPROVED

City Manager

Date

POST-EVENT SITE EVALUATION

Permit holders not returning the park/area in the same condition as it was secured before their event shall be billed for cleanup or repair services as recommended by the Public Works staff.

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

- Have all event-related items (blocks, lumber, chairs, tables, signs, etc.) been removed?
- Has all trash been picked up and removed on sidewalks and parking areas?
- Are all hard surfaces clear of stains?
- Are there any damages to trees, shrubs, flowers, or turf?
- Are there any damages to light poles, lawn furniture, street furniture, etc.?
- Have all electric panels and outlets been closed and secured?

Post-Event Meeting

A post-event meeting may be scheduled with the Board of Festivals and Tourism following your event. The meeting will be scheduled within one month of your event and will take place during the regularly scheduled monthly board meeting. The purpose of the meeting is to offer feedback and insight on any possible issues, which may impede the success of future events. In the event that a meeting is not scheduled, a letter may be sent with comments regarding the event.