MINOR SPECIAL EVENT APPLICATION

- Application fee: $25.00 (payable to: City of Lebanon). If paying by cash, or credit card, please make payment in person to the Service Dept. at the City Building, 50 S. Broadway.
- For shelter reservations, call the Service Dept. at 933-7200 to confirm shelter availability.
- Electric Service reservations require an additional $50 fee. Please submit a separate payment if reserving this service.

EVENT INFORMATION

Event Name: _____

Event Sponsor (individual and/or organization): _____

Event Date(s): *for recurring events, list all dates* _____

Setup/Start Time:_____AM/PM End/Teardown Time: _____AM/PM

Contact Person: _____

Adr:_____ City: _____ St: _____ Zip: _____

Phone: _____ Email: _____

EVENT TYPE

☐ Reunion/Picnic ☐ Birthday Party ☐ Wedding ☐ Community Event ☐ Shelter (use)_____
☐ 5k/walk/run event that does not require barricaded street closures

LOCATION

☐ **Right of Way**, a route map must be attached with your application

☐ **Community Park**, Name _____

You may include a shelter reservation for the following parks:

Colonial Park Shelters: ☐ North Shelter ☐ South Shelter ☐ West Shelter
Gazebo Shelter Locations: ☐Gazebo Park ☐Bicentennial Park
Harmon Park Shelters: ☐#1 (large shelter) ☐#2 ☐#3
Jarod Park Shelter: ☐ Shelter
Miller Park: ☐#1 ☐#2
Pleasant Park: ☐#1 ☐#2

ELECTRIC SERVICE

Electric Service is available at the following parks for an additional deposit of $50.00: Gazebo Park, Bicentennial Park, Harmon Park (large shelter only) Lebanon Sports Complex shelters.

Are you requesting electric service for this event? ☐ Yes ☐ No

EXPECTED ATTENDANCE ☐ 0-49 ☐50-99 ☐100-149 ☐150-199 ☐200+

Date Rec'd _____

EVENT ADMISSION/FEE ☐ Free ☐ Open to Public ☐ Private Event (*Paid admission events are not permissible under the Minor Special Event Application.)*

EVENT SETUP

Will you have any of the following at your event? Check all that apply:

☐ Tables/chairs
☐ Generator
☐ Tent(s) *(Tents larger than 120 sq. ft. must also apply for a tent permit. See Minor Event Guidelines for details).*
☐ Music ☐ *Recorded* ☐ *Live*
☐ Food/Beverages *(sales not permitted)*_____

MEDICAL

Will you have a first aid station on site? ☐ Yes ☐ No
Medical Staff on site? ☐ City of Lebanon EMS ☐ Private Provider _____

SECURITY/TRAFFIC CONTROL

Do you plan to hire security/traffic control for your event? ☐Yes ☐No
☐ City of Lebanon Police Dept. ☐ WC Sheriff's Office ☐ Private Provider _____

Applicant must provide a detailed and labeled event map to include all activities and equipment with the application. Walk/run events must provide a detailed course map.

Indemnification Agreement:

The parties named above agrees to defend, indemnify and hold harmless the City of Lebanon from any claim, demand, suit, loss, cost of expense, or any damage which maybe asserted, claimed or recovered against or from the City of Lebanon by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the group or by third parties, or by the agents, servants, employees or factors of any of them. I have read, understand, and agree to abide by the terms of the above agreement.

Walks/Runs:

Markings of any kind are not permitted on the Lebanon/Countryside YMCA trail. Event coordinators are permitted to use stakes or flags to mark the course.

Minor Special Event Guidelines Applicant Agreement:

I have read all the Minor Special Event Guidelines and agree to comply with all of the regulations stated therein.

Signature: _____ DATE: _____
Applicant/Event Sponsor

Minor Special Event Application is: ☐ Approved ☐ Not Approved

_____ DATE: _____
Authorized Signature

Streets Department Services Request

Street Department Services Requested:

- ❑ Barricades: Number of Barricades _____ *(note locations on site map)*
- ❑ Road Barrels Number of Barrels _____ *(note locations on site map)*
- ❑ Trash Barrels Number of Trash Barrels _____
- ❑ Trash Pick Up Number of Trash Pick-Ups Requested _____
- ❑ "No Parking" Signs
  Number needed ($1/sign) _____
- ❑ Street Cleaning Times for Street Cleaning _____

Set-up Information:
***Please note that weather conditions may affect the dates and times of material drop off.*
Date and Times of Drop-Off
_____

Other Information:
Organization responsible for cleaning and re-stocking restroom facilities and port-o-lets:

_____

How often will this be done?_____

If not city crews, detail who will be collecting the trash, how often it will be collected, and where it will be deposited.

_____

Location and size of the dumpster, the company, and delivery & pickup dates:

_____

Who will be responsible for cleanup of the event area after the event is over?

_____

PUBLIC SAFETY SERVICES REQUEST

Applicants who seek medical, safety, or traffic control services from the City of Lebanon must complete the following forms. These services are rendered based on availability and are not guaranteed. The applicant will receive a Cost Estimate of Services based on the services requested per Administrative Order #4508. The applicant must sign the cost estimate before services will be scheduled. If services cannot be provided, City staff will attempt to provide the applicant with contact information for additional resources.

FIRE DEPARTMENT SERVICES REQUEST

❑ EMS on Site

Times _____ Location_____

POLICE DEPARTMENT SERVICES REQUEST

❑ Event Security

❑ Restricted Parking

Streets and times where parking should be restricted

_____

_____

❑ Traffic Control Location and times to re-route traffic

_____

_____

If you are requesting police department services, you are required to complete the attached, "Agreement for Special Police Services" form.

AGREEMENT SPECIAL POLICE SERVICES

This agreement entered into this _____day of _____, 20____by and between the City of Lebanon, Ohio
(Day) **(Month)**
and _____, for the provision of special police services by the City.
(Recipient Name)

1). The City shall provide the following services and equipment under this Agreement:

_____

(Please list the function of the officers requested)

2). The aforesaid services shall be rendered at the following location:

_____

(Please list the address or location where the services will be needed)

3). The aforesaid services shall be rendered on the date and at the times specified as follows:
i.e. ***# of officers*** ***5p*** - ***8p*** _____ ____- ____ _____ ____- ____

_____ ____- ____ _____ ____- ____ _____ ____- ____

(Please list the number of officers with the date(s) and time(s) the services are needed)

4). In consideration of the provision of special services by the City as aforesaid, Recipient shall pay to the City the following fees:

a. For the first two (2) hours or less of each duty, $100.00 per officer; Holidays - $120.00
b. For each additional hour, $50.00 per officer. Holiday - $60.00

5). Recipient shall indemnify and hold harmless from any liability, including the cost of defense that may arise from provision of services, under this Agreement by the City, it's employees, agents or assigns.

6). City shall retain all responsibility for control of personnel performing services under this Agreement including, but not limited to, hiring, training, assignment, disciplining, and dismissal of said personnel.

7). City shall be responsible for maintaining records concerning performance of services including, but not limited to, number of calls for service, nature of calls, number of arrests, number of persons arrested by sex and age, number of non-criminal calls, and assistance given.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the day and year aforesaid.

RECIPIENT:

_____
Name

_____
Signature

CITY OF LEBANON, OHIO

_____
Jeffrey W. Mitchell
Chief of Police

Recipient's Billing Address/Phone

_____
_____
_____

xc: Ms. Pam Stotts, Payroll/Personnel (billing)

(Rev. 9/16)

Administrative Order No. 4915
September 14, 2016

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

A Minor Special Event is defined as an activity conducted in a public park, or parades, and running/walking events that are conducted within the right-of-way but do not require the closure of a public street.

A Major Special Event is defined as any festival, concert, parade, running/walking events, public performance, or announced public gathering held on a public street, right-of-way, or property of the City, or events that require the closure of a public street.

The following types of activities are exempt from the Special Event permitting process:

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.

The City Marketing Coordinator will have primary responsibility for the administration of the special event permitting process. The City Manager is the approval authority for all special event permits.

Sponsors of special events must complete either a Major or Minor Special Event Application. Minor Special Event Applications will be processed and approved by City Staff on a first come-first served basis. Major Special Event Applications must be completed at least 60 days prior to the event and will be presented to the Board of Festivals and Tourism for review and recommendation.

Criteria of Issuance of a Special Event Permit. The City Manager, based on the recommendations of the Board of Festivals of Tourism (for Major Special Events), may 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 conflict with an existing event..

Revocation of a Minor/Major 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 any emergency, disorder, or other unforeseen condition which has arisen, or if it is determined that information provided in the permit application has been misrepresented or falsified.

Revocation of a Minor/Major Special Event Permit (during event): A Special Event Permit may be revoked at the discretion of the City Manager during the event if it is determined 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.

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

City Service Fees:

Event organizers are responsible for all costs associated with City staff and equipment necessary to safely conduct the event as determined by the City. The following rates shall apply for services provided to support a special event:

Labor Charges:

Bureau of Streets & Parks	$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

Police Officer	$100.00 - (first 2-hours) $120.00- (first 2-hours on holidays) $50.00/hr (each additional hour) $60.00/hr (each additional hour on holidays)
Equipment Charges:	
Dump Truck	$50.00/hr
Electric Bucket Truck	$75.00/hr
Ambulance or EMS Gator	$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. 4508, dated December 26, 2013, is hereby rescinded.

George P. Clements
City Manager

Copies: All Department Heads