



Special Event Permit Application Rules and Regulations

Chapter 311 of the City of North Olmsted Codified Ordinances

https://codelibrary.amlegal.com/codes/northolmsted/latest/northolmsted_oh/0-0-0-6059

This application is required for any person or organization who would like to host a special event within the City of North Olmsted. This permit application is step one of the permit process. Your request will be reviewed, and additional information may be required.

Block Party:

311.06 BLOCK PARTIES

https://codelibrary.amlegal.com/codes/northolmsted/latest/northolmsted_oh/0-0-0-6119

1. No permits will be issued for Main or Secondary Main Streets.
2. The road closures cannot interfere with the movement of police vehicles, firefighting equipment, or ambulance services.
3. No vehicle parking on the hydrant side of the street.
4. No person shall place any obstruction in or upon street without proper authority.
5. Attach a highlighted event map including any street closures.
6. Attach any flyer or newsletter distributed for the event.
7. All affected residents must be sent a letter about the event, explaining the dates/times of the street closures, at least two days prior to the event.

Parade/Race/Assemblage:

311.02 PARADES AND ASSEMBLAGES

https://codelibrary.amlegal.com/codes/northolmsted/latest/northolmsted_oh/0-0-0-6089

1. Applicant will provide a Certificate of Liability Insurance in the amount of \$1,000,000 naming the City of North Olmsted, 5200 Dover center Road, North Olmsted 44070, as both certificate holder and additional insured, and in the description box of the Certificate of Liability Insurance, the date(s) of the event must be listed. The Certificate of Liability Insurance must be attached to the application or the event will not be considered for approval.
2. If the event is a walk, run, race or any combination, a map highlighting the route, and start and finish locations including distances must be attached.
3. If street closures are required, all residents must be sent a letter explaining the dates/times of the closures at least two days prior to the event.
4. If the event is an assemblage, a highlighted map of the event area must be attached.
5. All affected residents must be sent a letter about the event, explaining the dates/times of the street closures, at least two days prior to the event.



Safety cones are available at the City Service Garage. They may be picked up before 3 PM on Friday for a weekend event, or the day before, for a weekday event. The cones must be returned to the Service Garage within three days of the event by 3 PM or the responsible party will be assessed a fee equal to the present replacement value.

****There are additional requirements if hiring a food truck for your event. Every food truck must be registered with the City. This includes having a one-time inspection completed by the Fire Prevention Bureau, at least one week prior to the event, whether it is public or private. Before scheduling your food truck inspection, the current Mobile Food License and Certificate of Liability Insurance must be received by the Department of Public Safety. You must provide a Certificate of Liability Insurance in the amount of \$1,000,000 naming the City of North Olmsted, 5200 Dover Center Road, North Olmsted, OH 44070, as both certificate holder and additional insured. To register, please email current Food Service Operation License and Certificate of Liability Insurance to the Department of Public Safety, at colem@north-olmsted.com. For questions please call (440) 716-4134.**

Major events require a detailed Site Plan. The following information will help you in planning:

- ☐ An outline of the entire event including names of streets or area that are part of the venue and surround area. Please specify the direction of travel on all streets.
- ☐ Parking, accessible parking
- ☐ Emergency access lanes
- ☐ Location of stages, seating, tents, games, demonstration, food trucks, trash containers, portable toilets
- ☐ Food trucks
- ☐ Electricity and/or generator locations
- ☐ Exit locations for outdoor events
- ☐ Other operational components
- ☐ Public Notification and/or Advertising Plan



CITY OF NORTH OLMSTED

Special Event Permit Application

Permits submitted **less than five days before** event (or **less than 48 hours** in the case of a Block Party) may not be approved, depending on availability of resources.

Please submit your completed application with any attachments to colem@north-olmsted.com.

For questions please call (440) 716-4134

Who will be hosting the event: ☐ Individual ☐ Organization _____

Primary Contact Information

Name _____ Email _____

Address _____ Phone Number _____

Event Information

Event Name _____

Event Type ☐ Race/Walk ☐ Parade ☐ Block Party ☐ Other _____

Is this an annual event held in North Olmsted ☐ Yes ☐ No

Event Dates/Times

Setup _____ Start _____

End _____ Takedown _____

If this is a repeated event, please list all event dates/times: _____

Location of Event _____

Event Details: ☐ generator/electricity ☐ tent(s) ☐ music ☐ food trucks (see rules and regulations page)

☐ safety cones- If yes, the number of cones requested _____

(see rules and regulations page for pickup/drop off instructions)

Description of event with road/intersection closures if applicable _____



Do you plan to hire security/traffic control for your event? ☐ Yes ☐ No

Approximate Number of Attendees _____

Has this event been hosted in another location/city?

☐ Yes, where/when _____ ☐ No

The parties named above agree to defend, indemnify and hold harmless the City of North Olmsted, its employees and agents, from any claim, demand, suit, loss, expense, or damage which may be asserted, claimed or recovered against the City of North Olmsted by reason of any damage to property, personal injury or wrongful death, sustained by any person(s) which arises out of or is incident to or in any way connected with this event, and regardless of whether said claim, demand, suit loss, expense or damage is caused in whole or in part by the negligence of the group, third parties, or agents, servants, or employees of any of them. By signing this application, the applicant acknowledges the City's procedures and requirements. Further the applicant acknowledges reading Chapter 311 of the City of North Olmsted Codified Ordinances and understands the permit or any order accompanying it may limit or prescribe reasonable conditions, including the hours, the place of assembly and the streets that may be used or occupied.

Applicant Signature _____ Date _____

*****Please attach a highlighted event and/or map route***

*****Please attach the Certificate of Liability Insurance (if applicable)***

Please note: This permit application is step one of the permit process. Your request will be reviewed, and additional information may be required based on your event.