



SPECIAL EVENT PERMIT POLICY AND APPLICATION

City of Hilliard Special Event Policy

Overview

Thank you for your interest in hosting a Special Event in Downtown Hilliard (the “City”). Organizers of all outdoor Special Events (unless sponsored by or coordinated exclusively by the city) must complete the attached Special Event Application. City staff will work with you to ensure your event is safe, well organized, and successful while also ensuring we are good stewards of taxpayer resources.

All Applicant submissions are tentative until a permit is issued. Event scheduling is first-come, first-served, based on the application approval date. Events organized by the city take precedence over other special events.

Receiving City resources, including but not limited to support from City departments or personnel, does not constitute event sponsorship or co-sponsorship by the City of Hilliard. The city may not be characterized as an event sponsor or co-sponsor without written permission or endorsement.

Application Deadlines

2024 applications for events hosted January 1-May 31 can apply **October 1-December 31**, events hosted June 1-December 31 can apply **January 1-January 31, 2024**. Applications received after the established deadlines will not be considered for 2024.

Special Event Committee

The Special Event Committee has been established by the City Manager.

The primary role of the Special Event Committee is to oversee any Special Event application submitted and work with Applicants to ensure their events are safe, well-organized, and successful.

The Special Event Committee includes:

- City Manager (or designee)
- Police Chief (or designee)
- Norwich Township Fire Chief (or designee)
- Operations Director
- Recreation and Parks Director
- Recreation and Parks Deputy Director

- Recreation and Parks Recreation Supervisor, Special Events
- Downtown Manager
- Community Relations Director
- Planning Director
- Staff Attorney

Special Event Defined

- "Special event" shall mean any activity or gathering or assemblage of people upon public property or in the public right-of-way for which a street closures, race events, parades, and community markets or other like permit or permission is issued by the City. Special events include but not limited to, festivals, performances, competitions, or other organized public events in which public rights-of-way or public property are used or significantly impacted and which, due to reasonable public safety concerns, foreseeably require the involvement of public personnel and equipment dedicated to assisting in the event.
- Two Types of Special Events:
 - Community Special Events designed to benefit the community without monetary gain for organizers; and
 - Professional Special Events which have a purpose to produce a financial benefit for an individual or organization held in Downtown Hilliard.
- Events that are not required to complete a Special Event application:
 - Block parties (require a separate permit from the Hilliard Division of Police and Norwich Township Fire Department);
 - Events on private property; and
 - Private rentals of public spaces (such as shelter houses or other City of Hilliard Recreation and parks facilities).

Special Event Applicant Prioritization

The Special Event Committee will use the following priority list if there are conflicting requests for a particular time and date.

- a. Events organized by the City of Hilliard.
- b. Events with established historic precedent within the city and that are in good standing.
- c. Events organized by Hilliard City School District.
- d. Events organized by other governmental agencies.
- e. Events organized by Hilliard-based non-profit organizations with proceeds providing assistance to the organizer or another Hilliard-based non-profit organization (proof of 501c (3) status required)
- f. Events organized by private businesses; non-profit organizations without or pending 501c (3) status OR that are not based in Hilliard; individuals/organizations for the purpose of profit or personal gain or to benefit groups other than those Hilliard-based non-profit organizations with 501c (3) status.

Application Instructions

Organizers of annually recurring special events must complete an application each year.

Application submissions should contribute to the revitalization and economic development of the Downtown Hilliard area. The criteria used to guide the Committee in this role include, but are not limited to, the following:

- a. Events should celebrate the community's culture, heritage, and diversity.
- b. Events should appeal to our diverse community.
- c. Events should support the entrepreneurial and creative communities that call Downtown Hilliard home.
- d. Events should support efforts to highlight Downtown Hilliard as a cultural and market destination for the community and visitors.

Applicant Responsibilities

- Applicant must provide a compelling reason why this event should be hosted in Hilliard.
- Applicant must provide the single and central point of contact for all event-related inquiries, issues, and questions.
- Applicant must provide a list of its employees/volunteers, etc. that will be on-site the day(s) of the event.
- Applicants representing third-party sponsors or organizations specific to this event must disclose that information.
- Any event-related property damage beyond normal usage will be assessed by the City and billed to the Applicant.
- The Applicant must work with the city to obtain any other permits that may be necessary for the event, including right-of-way permits, where applicable.
- The number and type of City of Hilliard and Norwich Township Fire Department personnel necessary for the event will be determined by the City and Norwich Township, with reimbursement on fees charged to the Applicant.
- An application and any applicable permits may be revoked at any time at the sole discretion of the City Manager (or designee) when the health or safety of the public is threatened by any type of emergency, disorder, or other unforeseen condition which arises; or the Applicant has not successfully completed all responsibilities as prescribed by City staff as part of the application process. If a permit is revoked during an event, the event must be canceled, and activities must be terminated immediately. The City will not assume any financial liability as a result of the City Manager (or designee) canceling or terminating the event.
- Nothing contained in this application shall prohibit the authority of any law enforcement officer to arrest a person engaged in any act or activity granted under an application or permit, if the person's conduct violates the laws of the State of Ohio or ordinances of the City, including, but not limited to, unreasonably obstructing the public streets and sidewalks of the City or causing or threatening to cause a breach of the peace.
- Applicants and their attendees must follow all City ordinances and, if the event occurs in a city park or recreation facility, all Recreation and Parks Department policies and rules.

- Approval of this permit in no way entitles the Applicant to sole use of City property. Applicant/event staff or volunteers may not deny site access to members of the public, City staff or emergency responders.
- Applicants must provide any applicable promotional and sponsor information regarding the event with their application. Applicants may not promote any proposed event to the public until the event has been approved. If the Applicant chooses to promote the proposed event in any way, they assume all risk that the proposed event may not be approved or that the application may be revoked if the Applicant does not meet all responsibilities.
- No Applicant has the right to exclusivity for any proposed event, including race or bike routes. No Applicant has the right to expect their event will be approved in future years on the basis that an event was previously approved.
- Non-profit organizations (501c (3) hosting events must enter their Federal Identification Number and upload its IRS tax determination letter with the application. These organizations must be currently registered and in compliance with the State of Ohio.

City Responsibilities

- The city will protect the health, welfare and safety of the Hilliard community and businesses.
- The city will consider the potential impact the event may have on City personnel and the ability to provide the necessary services while also conducting the daily responsibilities of all City departments.
- If the event requires changes to traffic flow or temporary street closures, the City Manager (or designee) reserves the right to modify the site location or event course based upon logistical and safety concerns, including but not limited to known construction in the vicinity of the event. If such a change is required, the city will provide notice to the Applicant as soon as possible.
- The City has the right to deny future event applications if the Applicant has failed to meet their obligations, financial or otherwise, for a past event.

Submission Timeline

The city will review an application only if all forms are completed and all necessary information and supporting documents are included.

Applications may be submitted online

<https://hilliardoh.viewpointcloud.com/categories/1074/record-types/6540>

Applications are due no later than 30 calendar days before the proposed event. Due to high demand for City parks, it is in an Applicant's best interest to plan early. Applications will not be accepted more than 6 months prior to the event date due to City planning.

- The city will coordinate a meeting with the Applicant to review the proposed application within three weeks of submittal. Attendance at this meeting is required for all Applicants. Failure to attend this meeting may result in the rejection of the application. Applicants for repeat events may be invited by the Committee to review the application's

logistics, changes and/or questions on each occurrence at the sole discretion of the City.

- After all issues arising from the meeting and/or the application have been addressed in a satisfactory manner and all paperwork associated with the event has been submitted (except the proof of insurance and private property use permission letter, if applicable), the City shall respond to the Applicant within 30 days.
- If the application is tentatively approved, the Applicant must still meet the requirements set forth in this policy and satisfactorily address all other issues as communicated by the City before the proposed event.
- If the application is denied, the reasons will be set forth in writing.
- If the application is approved, the permit is valid only for the event date submitted as part of the application.

Submission Rejection

Please note, the City has the right to decline an application based upon numerous factors, including but not limited to:

- The application is not complete.
- The application was not submitted within the required timeframe of at least 30 days before the event, and no waiver was granted.
- The event would substantially interrupt the safe and orderly movement of traffic contiguous to the event.
- The event (or number of event days) would require the diversion of City employees, creating a situation where adequate staff is not available to complete City assignments.
- The concentration of persons, equipment, vehicles, or animals at the event or assembly sites would substantially interfere with adequate fire, police, or emergency medical services.
- The event is reasonably likely to result in violence to persons or property, causing serious harm to the public.
- The event site or route would cause too great a disturbance to surrounding residents and businesses.
- The event site has been used for previous Special Events and a determination has been made by the city that the proposed use would be too disruptive to residents or businesses.
- The date or location of the event is in direct conflict with an existing approved event.
- The proposed use of public property, right of way, or facilities interferes with normal use of the property, right of way, or facility by the City.
- Construction projects near the event known at the time of application could interfere with the event or public safety.
- Facility/park intended use is not appropriate.
- Other, as determined by the City Manager (or designee).

City of Hilliard Special Event Fees

In addition to the application fee, Applicants will be held responsible for all costs and requirements set forth by the city to ensure the event is safe, well organized, and good stewards of taxpayer resources. These fees can include, but are not limited to:

*All listed wages are subject to change and based on staff assigned wages.

** If inspections take place outside of Monday-Fridays 8 a.m.-4 p.m.

Event overtime fees exist because all duties are performed outside of all standard personnel hours.

Fee Schedule	
City/NTFD Personnel Fees	
Police Special Duty	Fee
Security/Traffic Detail	\$60/hr (min 3 hrs)
Supervisor	\$64/hr (min 3 hrs)
Command Staff	\$68/hr (min 3 hrs)
Cruiser Rate	\$20/hr
Norwich Twp Fire Department	
Firetruck/Staff	\$50/hr (3 staff required)
Medic/Staff	\$50/hr (2 staff required)
Fire Inspector**	\$70/hr (no minimum)
Operations Staff	
Overtime Fees (time and half)	
Maintenance Technician	\$58.20/hr (min 3 hours)
Maintenance Supervisor	\$64.80/hr (min 3 hours)
Road Closure Maintenance Vehicle	\$20/hr per vehicle

Operations Staff	
Sunday/Holidays Overtime	
Maintenance Technician	\$77.60/hour (min 3 hrs)
Road Closure Maintenance Vehicle	\$20/hr per vehicle
Recreation and Parks Staff	
Part-time/Seasonal	\$13-15/hour

Other Event Fees

Other Required Special Event Fees					
	Hilliard Corp Resident		Hilliard Non-Corp Resident		
	Non-Profit	For Profit	Non-Profit	For Profit	Fees Refundable/Nonrefundable
Application Fee	\$75	\$150	\$90	\$180	Non-Refundable
Barricades/Traffic Cones Fee*	\$50	\$50	\$50	\$50	Non-Refundable
Maintenance Incidental Deposit**	\$300	\$300	\$300	\$300	Refundable upon Post Event Evaluation
Trash Can/Recycling Bin Fee	\$2/Bin	\$2/Bin	\$2/Bin	\$2/Bin	Non-Refundable
Hilliard's Station Park Reservation (Fees include set up, event time, and tear down. Fees established by shelter house rental fees)					
4 hour (min)	\$150	\$300	\$180	\$360	Non-Refundable
6 hour	\$225	\$450	\$270	\$540	Non-Refundable
8 hour+	\$300	\$600	\$360	\$720	Non-Refundable
Pre/Post Event Park Clean Up Fee					
4 hour (min)	\$140	\$280	\$168	\$336	Non-Refundable
6 hour	\$225	\$450	\$270	\$540	Non-Refundable
8 hour+	\$280	\$560	\$336	\$672	Non-Refundable

*Barricade/Traffic Cones Fee: The Operations Department will deliver and set up any requested cones or barricades for City streets. Applicant is not permitted to set up cones and barricades for road closure in accordance with Ohio Manual of Uniform Traffic Control Devices.

**Maintenance Incidental Deposit: The \$300 Maintenance Incidental Deposit must be paid online through RecTrac (Recreation and Parks Department Software). The fee is required upon event approval to cover incidental charges. Additionally, this deposit may be retained if the

Applicant and/or organization is found to be non-compliant with this policy (e.g., City staff must perform repairs, clean-up, set up cones, etc.) Refund will be issued back to the original credit card the deposit was paid within 72-business hours after the event if no issues are identified.

Check Hilliard's Station Park [Availability](#) prior to submitting application. Scroll down to select Hilliard's Station Park.

Refunds/Inclement Weather/Cancellations

Application fees are non-refundable and non-transferable to another event. Cancellation of the event by the Applicant more than 30 days before the permit start date will result in a full refund for all park fees paid and 50% of any facility rental fees paid, less the non-refundable application fee. No refund will be issued for cancellations by Applicant 30 days or less before the permit start date. Refunds will not be granted for permits that have expired, been revoked, or after work by the city has commenced. All refunds will be made payable to the Applicant listed on the permit. Refunds are issued by check from the City's Finance Department and may take up to 30 business days.

If the event is cancelled due to inclement weather, all fees and deposit can be applied to a rescheduled date for the event or refunded. If the event is canceled for any other reason besides weather, the city will retain all fees for services rendered per the date and time of cancellation. Rain dates are subject to availability of facility and staff needed.

For inclement weather cancellations made three hours before the event start time, and the Applicant does not want to reschedule, the city will refund the Applicant all fees minus the application fee and 50% of the rental fee. If event is canceled with less than three hours before the event start time and the Applicant does want to reschedule, no refund will be issued. Contact Kristan Turner at kturner@hilliardohio.gov for cancellation of event. The City of Hilliard Recreation and Park Staff, Hilliard Division of Police, and/or Norwich Township Fire Department, if on scene, reserve the right to cancel the event during scheduled event hours should inclement weather conditions or other significant public safety concerns arise.

Signatory Expectations

Safety & Security

Safety of Attendees

The Applicant may not operate their own maintenance or lawn care equipment in City parks. Mechanical rides, dunk tanks, inflatable pools, horses, livestock, balloon releases, confetti, or other similar items are prohibited unless approved by the City Manager (or designee). The installation of stages, scaffolding, portable buildings, sport courts, grandstands, or bleachers must be authorized by permit. Use of paint, dyes, or spray chalk to mark hard surfaces, parking lots or trails is prohibited. Staples, nails, and tacks cannot be used for hanging items on shelter houses, poles, bollards, bridges, or trees. Parking is only allowed in designated areas. Vehicles, utility carts, golf carts, and ATVs are prohibited on playing fields, trails, or other grassy areas of parks without permission. It is prohibited to climb any tree, shrub, statue, fountain, fence, railing, or structure within any park, or to use any structure for purposes for which it is not intended.

Security Plan

The Applicant must provide all event security needs. Hilliard Division of Police Chief (or designee) will review applications and determine if special duty police officers are required. All events held on public property that include alcohol must hire special duty. Contact Sergeant Settles at ksettles@hilliardohio.gov to coordinate services.

Medical Plan

Norwich Township Fire Department (NTFD) determines the scope and need for First Aid/Emergency Medical Services (EMS) coverage for events held within the boundaries of the City of Hilliard. Approval of an event's EMS Plan is required for all events. If NTFD is hired to manage onsite EMS and an expansion of EMS services is needed to cover an event, it will come from the Norwich Township Fire Chief (or designee.) Services may include:

- Norwich Township Fire/EMS First Aid Services
- EMS, Fire Prevention, Hazmat, Assessment
- When contracting with the Norwich Township Fire Department, Advance Life Support (ALS) is the only level of EMS coverage. The crew can consist of two- or three-person teams. Mass gatherings (more than 5,000 in attendance) and/or extreme event conditions will determine the size of the team, at the discretion of the Norwich Township Fire Chief (or designee.)

Emergency Plan

All Applicants should consider the possibilities of natural disasters and unplanned emergencies. A basic emergency response plan should be adopted and communicated with event staff, police/security personnel, and on-site first aid providers.

Weather Policy:

If there is inclement weather projected for the area, you shall adhere to the following:

- At the sight of lightning or sound of thunder, all performances/activities shall stop, and every participant in the Event shall take shelter.
- All performances/activities are delayed 30 minutes from the last sight of lightning and/or sound of thunder.

Due to public safety concerns, if the Organization fails to adhere to this Weather Policy, the City may revoke approved permits for future events or will result in the Organization being unable to hold any future Special Events in the City.

Parking Restrictions/Lane or Road Closures/Sidewalk Obstruction

Parking needs (including parking for individuals with physical disabilities) must be considered to determine if availability is appropriate for the event. A permit may be denied if the requested venue does not have sufficient parking for attendees. Parking on park grass space is prohibited. Applicant must prepare a safe and convenient parking plan that describes event parking to include:

- Attendees

- Individuals with physical disabilities
- Vendors and/or sponsors
- Volunteers/employees
- City personnel/dignitaries
- Inspectors
- Rideshare drop-off/pick-up zones
- Shuttle/off-site parking

On-Street Parking Restrictions

If the applicant is asking to eliminate on-street parking during your event, a map showing this proposal must be submitted with the application.

Road Closures/Lane Restrictions

The Applicant is responsible for maintaining a minimum 20-foot-wide fire and emergency lane through all areas. Nothing may be placed within three feet of a fire hydrant. If roads are closed or access is limited to residents or businesses, the Applicant is responsible for preparing, printing, and distributing an Event Impact Notification Letter to all affected businesses, schools, places of worship, and residents. The Applicant must submit a map showing the road closures/lane restrictions, dates, and times when submitting the application.

- All Applicants must contact Ronney Tyler at COTA (tylerri@cota.com) to notify the transit authority of the locations, dates, and times of road closures.
- Police Officers may be required on site to add traffic control. The Hilliard Operations Department will provide temporary no-parking signs, traffic cones, road barricades, etc., to define the road closure. All road closures and lane restrictions will be set up and removed by the Operations Department.
- Items constructed on the sidewalks may require signage redirecting pedestrians to an alternate route.
- Vehicles are only permitted on paved surfaces (not within the park, pathways, sidewalks, curbs, or City-owned grass areas) as part of the approved event, unless prior authorization has been requested and granted.

Associated Documents for Submission

Event Site Plan

Detailed event site plans are required with application submission. While event site plans are not required to be professionally drawn, they must be legible, to scale, and labeled with dimensions of each item. The plan must include a site plan key that identifies the size of items on the plan and, where required, the distances between permanent structures and temporary event items. A site map containing the following items must be uploaded to the application:

- Event boundaries, including street names.
- "North" indicated by a directional arrow symbol.

- Location of event entrances/exits, the width of exits, and location of exit signs.
- The distances between existing structures and temporary structures used for the event.
- The distance between temporary structures and property lines.
- A diagram showing any covered or fixed seating and/or table areas (with 44-inch aisle widths).
- Numbers, sizes, and locations of tables and chairs.
- Location of any fencing, including type, height, gate size and locations, and location of exits.
- Location and type of all cooking operations and distances from other cooking operations.
- Location of fire hydrants and site entry points for emergency vehicles.
- Location of all tents, with dimensions and intended use. If side walls are used on a tent, indicate where, how many sides will have walls, and note when sidewalls will be used (during the event, overnight etc.).
- Location of stages, platforms, amplified sound, traffic barricades, fire extinguishers, first aid locations, dumpsters, fuel stations, propane tanks, generators, portable restrooms, heaters, supply vehicles, parking areas, and the event headquarters.
- Indicate emergency evacuation routes and access for emergency vehicles within 150 feet of the venue.

When preparing a site plan, Applicants must consider the following:

- Nothing can be placed within three feet of a fire hydrant.
- A 20-foot fire lane must be maintained on all streets closed for the event.
- Tents on public property must have a route for individuals with physical disabilities.
- Tents used for cooking must be separated from other structures by 20 feet.
- Cooking equipment cannot be within 10 feet of any combustible material.
- Mobile food vendors must be separated by seven feet of space, or 10 feet from other types of cooking operations. No open flame cooking may be done under a tent or canopy, or in front of vendor booths.
- A 12-foot fire break is required between permitted temporary structures and existing structures.

Event Safety Plan

City departments will require each event to submit an event safety plan before approving any permit requests. A written plan should include the following minimum provisions:

- Identification and contact information for individuals who will make key decisions, such as canceling the event.
- Name and cell phone number of Event Safety Manager.
- Plans for communicating with event staff, volunteers, guests, media, vendors, on-site police and first aid providers.

- Procedures for reporting emergencies to event staff and emergency service providers.
- Methods for safely managing site evacuation in the event of an emergency.
- List of primary and secondary evacuation routes and safety shelters.
- Steps for caring for injured participants and lost children.
- Steps for securing potentially dangerous items (tents, signage, propane tanks and items that can be propelled by high winds).
- Plans for evacuating tents when wind speeds reach an excess of 40 mph.
- Methods for dealing with suspicious packages.
- Training for use of fire extinguishers.
- Access to real-time local weather forecasts.
- Plans for a back-up public address system for announcements (generator or megaphones).
- Plans for securing cash control areas, including fiscal staff and volunteers.
- Methods for distributing emergency supplies to staff and volunteers.

It is recommended that Applicants have pre-planned announcements ready to notify participants of an emergency. The appointed emcee, staff member(s), or volunteer(s) delivering the messages must be able to calmly and accurately express helpful information to event participants. Prepared announcements should be made ready for suspension, cancelation, or evacuation instructions. Preplanned announcements should be reviewed with all staff, volunteers, or anyone expected to communicate the message.

Event Impact Notification Letter

The Applicant must comply with the city requirements for an Event Impact Notification Letter to inform businesses, schools, places of worship, and residents that are adjacent to the event venue of the event information specified below. Applications are subject to automatic revocation of the application for failure to comply. The Event Impact Notification Letter is an independent communication piece separate from all other mailed communication required by the application.

- The proposed Event Impact Notification Letter shall be submitted with the application.
- The City will notify the Applicant of any necessary changes to the draft mailing at the time of the application approval.
- The Applicant, at its expense, shall distribute this approved document by first class mail or by hand delivery to all affected households and businesses (as determined by City staff) at least thirty (30) days before the event. The City will provide the applicant with the mailing list applicable to their event boundaries. The City of Hilliard, c/o Kristan Turner (3800 Veterans Memorial Drive, Hilliard, Ohio), must be included on the respective distribution list and must receive the information in the same manner and at the same time as all other affected properties.
- The required mailing shall include the following information (see attached sample Appendix A):
 - Dates and times of the event.

- Street closures, parking modifications, and traffic detour routes (per submitted request.)
- Requested times when the closed roads/parking areas will be re-opened (per submitted request.)
- Applicant's contact information for questions, concerns, and additional information.

EXAMPLE

Event Impact Notification Letter:

NOTICE OF EVENT IMPACTS

{EVENT NAME}

The organizers of {EVENT NAME} have received approval from the City of Hilliard to host {EVENT NAME} on {EVENT DATE(S)} from {EVENT START TIME} to {EVENT CONCLUSION TIME}. {EVENT NAME} includes the closure of {STREET NAME} between {CROSS STREET NAME} and {CROSS STREET NAME}. To accommodate event set-up and tear down this street will close between {TIME & DATE} to {TIME & DATE}. The closure will be for the exclusion of vehicles only. A 20-foot emergency lane shall be provided on all streets within the closure at all times. Should you have questions or concerns {EVENT NAME} and the related event negatively affects you, can speak with our team by calling: {AUTHORIZED EVENT COODINATOR PHONE NUMBER}

Health & Sanitation

Maintaining healthy and sanitary conditions for a safe event is the responsibility of the Applicant.

Waste Management

The Applicant is responsible for obtaining adequate trash/recycling containers and providing all labor and materials necessary to maintain a clean, orderly site both during and after the event. The city recommends one 40-gallon for every 15 people in attendance. Applicant to coordinate directly with [Local Waste](#). The fee will be set by Local Waste to be billed directly to the applicant separate of City Solid Waste contract.

Removal of all event-related trash from the area used must include ground litter (cigarette butts, straws, stickers, string, etc.), food waste, and debris (bricks, posts, pallets, plastic ties, blocks of wood, etc.) A site must be in the same condition after the event as when the event coordinator received it. All permanent park or sidewalk trash receptacles must be emptied and replaced with new can liners. All signage, event-related supplies, and equipment must be removed, and hard surfaces must be clear of stains from spills.

The Applicant is responsible for maintaining the event in a clean and orderly condition both during and after the event. The Applicant may be required to rent a dumpster at their expense. The cost of any litter cleanup beyond the City's routine cleanings will be charged to the Applicant at the rates listed above.

Recycling and trash containers may be rented from the City of Hilliard or the Solid Waste Authority of Central Ohio (SWACO), 614-782-9418, 4239 London Groveport Road, Grove City, OH 43123. If you choose to rent from the City of Hilliard, for each trash bin rented a recycling bin is also required (\$2/Bin) **Restrooms**

City-operated restroom facilities open at 7 a.m. from May 1 - Oct. 31. City personnel will clean, maintain, and stock City-operated restrooms throughout the event. Charges for this service are outlined in the “fees” section. The city will clear sidewalks and other path routes after inclement weather if practical before the event. Hilliard Recreation and Parks Department staff will clean/empty restroom facilities and restroom trash cans after the event. Event staff or volunteers are responsible for cleaning up trash not placed in proper receptacles.

Portable Toilets

- An essential but sometimes overlooked element of special event planning portable toilets. These facilities are particularly important in Old Hilliard, as the availability of public restrooms is limited.
- The Applicant is responsible for providing, securing, servicing, and paying for portable restrooms during events when permanent facilities are not available or are deemed inadequate by the Special Event Committee for the estimated attendance. It is recommended that one (1) portable restroom be ordered for every 60 event participants.
- It is recommended that a minimum of one hand washing station be available for every 10 portable restroom units.
- Applicants must include restroom accommodations for people with disabilities to comply with the Americans with Disabilities Act (ADA). Restroom accessibility for persons with disabilities must be incorporated into the event plan. These facilities must have unobstructed access. ADA requires that at least 5% of a single user portable toilet cluster at a single location be wheelchair accessible. (This equates to roughly one wheelchair-accessible unit for every 20 regular restrooms for public events.)
- The guidelines below are provided as a recommendation and reference. They are based on a four-hour event. Longer or shorter events should consider modification to these numbers.
- City shall approve placement and location of portable restroom units.

Attendance range for portable toilet ratio

0 to 5,000	1-10
5,000 to 15,000	10-25
15,000 to 50,000	25-50
50,000 (plus)	50 (plus)

Services

Signage

For events on City property, describe and indicate the location of all on-site directional and promotional signage to be used during and throughout the event on the application. Permission to post signs on public property must be obtained before display. These signs must be removed no later than 24 hours after the conclusion of the event. All signage must comply with current sign code ordinances in [Chapter 1129](#).

On-Site Signage

- On-site signage to be used ONLY for the duration of the event does not require a temporary sign permit but must be in compliance with Hilliard code.

Directional Signage

- A temporary sign permit is required for placement of directional signs. Prohibited sign locations include: any public right-of-way, any location where the view of approaching and intersecting traffic would be obstructed, and private property sites without prior written authorization granted by the property owner.
- In most cases, light poles are not designed for the wind resistance created by affixing banners and signs to them. Banners and signage may not be posted in, or attached to, any structures, trees, or facilities on public property without permission from the City. The city will not use City equipment and personnel to assist with the placement of event signage.

Entertainment

Attractions

- The Norwich Township Fire Department must inspect all amusements and attractions, including inflatables.
- Inflatable amusements such as bounce houses, slides, etc. are not permitted unless the applicant obtains approval by City Manager (or designee) and the applicant obtains liability insurance naming the City of Hilliard as an additional insured party for \$1,000,000, as required by policy.
- The blower of any inflatable amusement must display a current-year permit decal from the Ohio Department of Agriculture (ODA) or may be subject to a fine.

Noise Ordinance

- The Applicant is solely responsible for ensuring the event complies with the City of Hilliard noise Ordinances 531.01 & 531.02 in [Chapter 531](#).
- No amplified sound may occur before 7 a.m. or after 10 p.m.

Entertainment Licenses

Music

- The City of Hilliard Recreation and Parks Department maintains music licenses covering all event musical performances hosted at Hilliard's Station Park.

Movies

- It is the Applicant's responsibility to comply with all federal, state, and local licensing requirements when hosting an event within a public park. To show an outdoor movie to a viewing audience on public property, public performance rights for the movie to be shown must be secured. Public performance rights can be obtained by contacting one of the licensing companies that represent the Motion Picture Association (e.g. Swank Motion Pictures, Criterion USA or Motion Picture Licensing Corporation).

Fireworks/Pyrotechnics

- Not permitted in/near Hilliard's Station Park.

Structures

Tents

- Tent installation and removal must occur during the permitted set-up/teardown period.
- All temporary structures must be indicated on the event site plan.
- Tent size must be less than a 20x20-foot space. All tents in Downtown Hilliard must remain on a hard surface and be secured. Each tent must have an exterior clearance of three feet on all sides. In the case of multiple tents, this means at least six feet or more must exist between structures. Each tent must have a working fire extinguisher at the time of inspection and for the duration of the event.
- Tents may be placed in city streets and alleys that have been legally closed if a continuous 20-foot-wide fire lane is maintained throughout the closure area.
- Tents may only be placed in public parks upon receiving approval from the Special Events Committee.
- No tent stakes may be driven into any asphalt, brick, or concrete surface. All tents must be anchored with water ballasts (barrels) or concrete ballasts capable of anchoring the tents during high winds.
- Norwich Township Fire Department will not fill water ballasts (barrels) to anchor tents.
- Water required for filling water ballasts must be provided by the tent supplier or arranged through the Columbus Division of Water via a fire-hydrant. Submit a Special Event Fire Hydrant Application to the Columbus Division of Water to request hydrant access.
- If concrete ballasts are to be placed on a hard surface, a rubber mat must be placed underneath to avoid damage.
- All tents with seating must have an aisle a minimum of 44 inches wide, illuminated exit signs if occupied at dusk or night, and an exit point within 100 feet of each occupant.
- The city does not loan or rent out tables, chairs, tents, or bleachers for events. There are numerous companies in the City of Hilliard and surrounding areas that rent tables, chairs, tents, and bleachers.

Stages

- Stages or platforms greater than 120 square feet or exceeding an occupant load of 10 or more people require an inspection and a permit.
- Stage canopies of more than 400 square feet require the seal of a registered State of Ohio design professional requires an additional inspection.
- Mobile stages (such as a stage van) do not require a permit. Mobile stages that have been issued a Vehicle Identification Number (VIN) and do not require onsite construction, alteration, or fabrication do not require a building permit. If the mobile stage has an attached covering of tent or awning more than 400 square feet a Fire Department Temporary Operational Permit and inspection will be required. Mobile stages under a separate structure of tent or awning more than 400 square feet will require a building and fire permit via the Norwich Township Fire Department combined [Temporary Structure](#) application.

Food and Beverages

Licensing

- Health and licensing requirements apply to all food/beverage sales. An application for a Temporary Food License must be obtained from Franklin County Public Health and is required when a sale price is associated with the exchange of food and/or beverages. Food served free of charge or free with the option to donate an unidentified amount does not require a permit or license.
- Health and licensing inspectors may 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. Ohio code does not permit cooking inside tents. For further information on food and beverage guidelines, Applicants must contact Franklin County Public Health 614-525-3160, or <http://www.myfcph.org/foodTempLic.php>.

Cooking Waste

- The Applicant is responsible for assuring that grease, ash, used cooking oil, and wastewater generated at the event is collected and disposed of. Under no circumstances should these materials be dumped anywhere on City property. When cooking with charcoal, a metal can with capacity to hold hot ash must be available. Vendors must also have access to at least five gallons of water. Discharging waste into sewers, storm drains or waterways is illegal, and will be prosecuted to the fullest extent allowed by law.

Food Trucks

- Food trucks are not permitted at events within Downtown Hilliard boundaries. Events should provide their own food/beverage (non-alcoholic) and promote event goers to visit local establishments for alcoholic beverages.

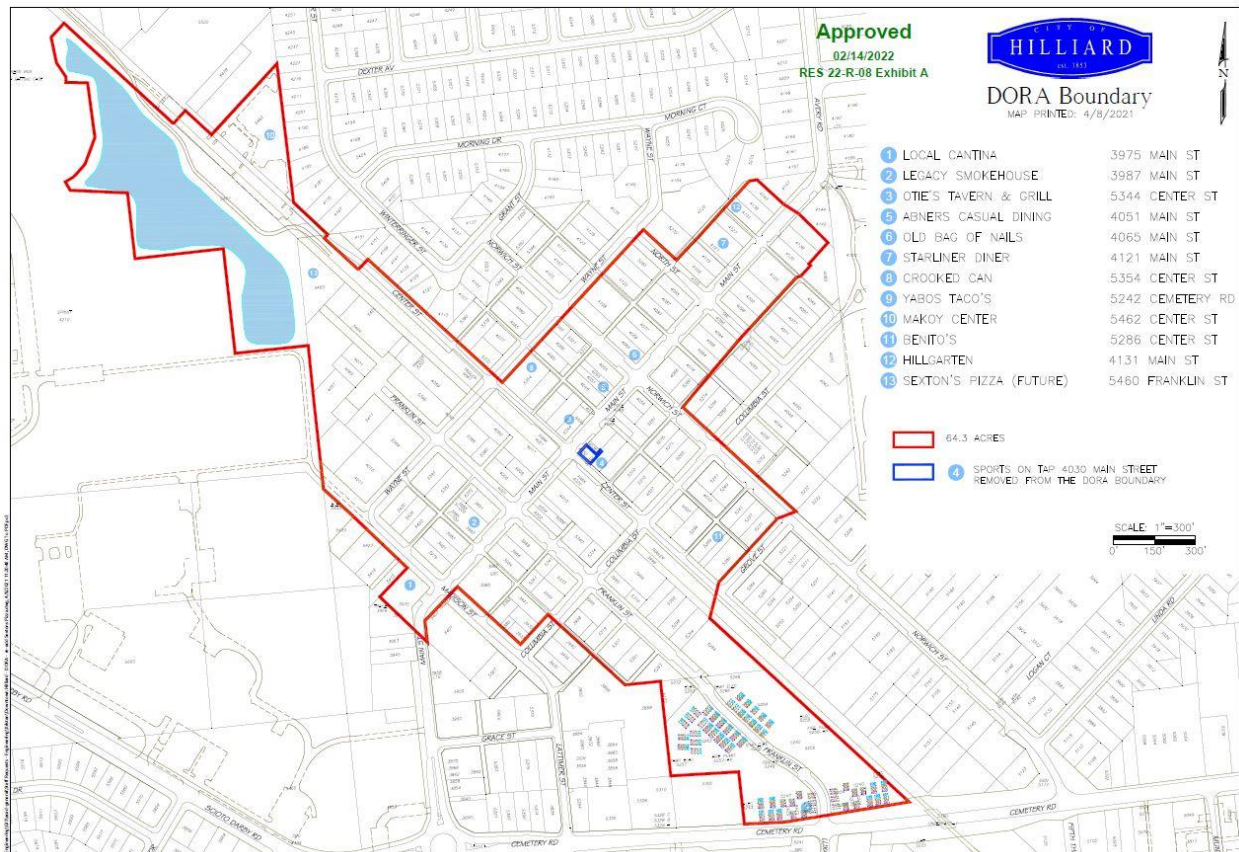
Permits for Sale and Consumption of Alcohol

- Organizations that desire to sell and/or serve alcoholic beverages shall follow the process outlined in Section [971.21](#) of the City's Codified Ordinances.

- Applications for [Liquor](#) Permits issued by the Ohio Department Of Commerce Ohio Liquor Control can be accessed here: [Liquor Control Permits](#).

Old Hilliard DORA

- Patrons who are 21 and older can purchase alcoholic beverages to go, served in a clear plastic cup from participating locations to sip and stroll within the Old Hilliard Designated Outdoor Refreshment Area. DORA boundaries are marked with signage on trash cans throughout the boundaries. DORA cups must be emptied and disposed of before entering another licensed location or venue, or when exiting the DORA boundaries.



Additional Utilities

Electrical Services

- Limited electricity is available within some parks. Permission to access park electricity is contingent upon the approval of proposed electrical connections, available amperage, payment of applicable fees, and the presence of qualified event personnel to make the connection. Access to electric distribution panels is not guaranteed.
- Portable generators provide power when supplemental electricity is needed at events for vending operations, lighting, or sound projection. Generators usually run on gasoline, diesel, or propane and include a couple of electric outlets. Medium generators can

power between 3,000 and 5,000 watts, large generators can power about 6,000 to 9,000 watts, and extra-large generators can power 10,000 watts and higher.

- Review and inspection of all additional electrical services must be completed by the City of Hilliard's Building Standards Department.

Temporary Lighting

- Events have a wide range of temporary lighting options at their disposal from enhancing the theme of the event to creating ambience for guests or placing light towers in strategic areas for added safety/security during evening hours. Examples of temporary lighting for events can include but not be limited to light towers, projection/mapping, etc.
- Temporary lighting cannot be affixed to any City property such as streetlights, traffic lights, street signs and trees. Light placement, usage, etc. will be reviewed by the Community Development Department, Zoning and Building Standards.
- The applicant is responsible for securing and paying for temporary lighting.
- The city shall approve placement and location of temporary lighting and lighting tower units.

Post Event Expectations

Post-Event Site Evaluation

Applicants not returning the park(s) and/or City property in the same condition as before their event shall be billed for cleanup or repair services as determined by City of Hilliard Recreation and Parks staff. Applicants may participate in this inspection with City personnel by contacting Kristan Turner at ktturner@hilliardohio.gov. Cleanup labor costs are calculated and billed to the Applicant at the rate of \$300 as listed above.

Post-Event Evaluation Benchmarks

- All event-related items (tents, blocks, lumber, chairs, tables, signs, etc.) have been removed.
- All trash is picked up and removed.
- All hard surfaces have been cleared of stains.
- No trees, shrubs, flowers, or turf have been damaged.
- No light poles, park furniture, or water features have been damaged.
- All electric panels and outlets have been closed and secured.
- The area has been cleared of all animal waste.
- Off-site parking areas (i.e. Franklin County Fairgrounds) are clear of debris and have been left in the same or better condition than before the start of the event.

Insurance

Insurance Requirement

Applicant will be responsible for any and all damages caused by their organization, volunteers, employees, participants, and spectators. To protect the City against financial loss arising from

any incidents or accidents that may occur, the Applicant may be required to obtain a comprehensive general liability insurance policy for bodily injury and property damage arising from the event.

This requirement may be waived when necessary to comply with any federal, state, or local law, statute, regulation, or constitutional provision. In addition, the City, in its sole discretion, may waive the insurance requirement.

Indemnity/Hold Harmless Agreement

The Hold Harmless Indemnification Agreement in the Permit Application must be signed by an authorized representative of the sponsoring organization.

Special Event Insurance Guidelines

The Applicant must comply with the following insurance requirements to be considered for a Special Event Permit when an event is held on public property. The Applicant and the vendors who are contracted by them must purchase and maintain, for the duration of the event including setup and dismantling, the following types of insurance at their expense:

General Liability Insurance

- Applicants representing a business or group are required to have a commercial general liability insurance policy, or its equivalent, written on an occurrence basis, with a minimum of \$1 million of liability per occurrence for bodily injury, personal injury, or property damage. *Individual Applicant*
- If the Applicant is not a business or group, but an individual, he/she must provide proof of personal liability insurance with a minimum amount of \$1,000,000 combined single limit through liability insurance policy by submitting a certificate of insurance.
- If alcohol is served or sold by the individual, the certificate of insurance must specify that.
 - Notice of Policy Cancellation: All insurance policies must state the City of Hilliard will be notified at least ten (10) days in advance of any intent by the insurance company to cancel or non-renew the Applicant's insurance coverage.

Liquor Legal Liability Insurance

If the Applicant is intending to serve alcoholic beverages at the event, then liquor legal liability coverage may be purchased by the firm serving or selling the alcohol. The minimum acceptable limit of liability per occurrence and aggregate is \$1 million.

Other

- The Applicant and all vendors must list the City of Hilliard as an additional insured for the event on all commercial general liability and liquor legal liability insurance policies.
- The City reserves the right to require insurance of Applicant and/or vendors for activities other than those specifically mentioned above, or to increase the minimum acceptable limits of liability with reasonable notice to the Applicant.
- The Certificate of Insurance must be submitted to the City of Hilliard within 30 days of the event date. Approval of insurance by the City does not relieve or decrease the liability

of the Applicant or vendor. The City does not represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Applicant or vendor.

- All insurance must be placed with insurance companies with an AM best rating of no less than A-.

For further information or questions regarding insurance, please contact: the Finance Department at Finance1@hilliardohio.gov.

The City of Hilliard will not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, familial status, marital status, or military status against any person seeking a Special Event Permit. The permit application process is designed to promote the health, safety, and welfare of all persons through the reasonable regulation of a proposed local commercial event and is not intended or expected to interfere with any person's Constitutional rights to free speech and assembly.