

# 2026 SPECIAL EVENT PLANNING GUIDE



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## **1. Introduction**

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Welcome to the City of Columbus online Special Event Application and Permit System. The purpose of the Special Event Planning Guide is to provide event coordinators with information, policies and procedures required to successfully navigate the City of Columbus Special Event Permit process. Event coordinators are responsible for all aspects of planning and executing the event. The City strives to balance the needs of events with the event's impact to residents and businesses, and as such may require event coordinators to revise or modify their proposed plans.

After reviewing the following information, applicants may begin the Special Event Application process. City of Columbus staff will assist with coordination and approvals throughout the online application. Continue to refer to this document throughout the process of applying. The information provided in this document directly corresponds with the requirements of the application. After you submit your reservation or application, you will be notified if additional information is needed.

## **2. Citywide Events Management Team**

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The City of Columbus Citywide Events Management Team (CEMT) exists to assist the public in planning and executing safe, dynamic events in a manner that provides a desirable experience for participants and the community. The CEMT is a multi-agency group of representatives from every municipal department involved in and/or affected by the production of events. The team meets regularly to:

- Review all requests for special event permits and recommend the approval or denial of such permits;
- Evaluate the impact of proposed events on City services;
- Coordinate use of City property, equipment, support services and other resources for special events;
- Communicate City and State code changes as they occur;
- Provide counsel to event coordinators where necessary;
- Communicate application fees, rental rates and other fees to event coordinators;
- Impose reasonable conditions on special events based on public health, safety and welfare;
- Develop City guidelines necessary to produce special events.

The CEMT may require new events, one-time events, or large scale recurring events to attend one of their meetings to present specific details about the planned event.

The CEMT is guided by the following standards for issuance of permits:

- The conduct of the event will not substantially interrupt the safe and orderly movement of other pedestrian or vehicular traffic, in or contiguous to, the route or location of the event.
- The concentration of persons, vendors, vehicles and other event components at the event will not interfere unduly with proper fire and police protection of, or ambulance service to, areas contiguous to the event or other areas of the City.
- The conduct of the event should be appropriate for the proposed location and not unnecessarily impact the surrounding area.
- The applicant will secure the required safety equipment and personnel necessary for the safe conduct of the event and where applicable has prepaid expenses for such items.
- Such event will not interfere with previously scheduled activities or with scheduled maintenance or repair work to be carried out on public property.
- The event is not to be held for the primary purpose of advertising any product, goods, or commercial activity.



### 3. Special Event Permit Overview

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#### Special Event Permit

A Special Event Permit is issued for a recreational event located wholly or partially on property owned or maintained by the City, requiring the coordination of City department services that may exceed the level of service normally provided. Public property includes parks, streets, trails and waterways. A Special Event Permit is issued by the City of Columbus Office of Special Events. Special events may include festivals, street fairs, concerts, moving events, or waterway activities. These events may include Citywide or regional marketing and involve extensive planning and coordination with multiple City departments. The deadline to submit the Special Event Application for a Special Event Permit is **60 days prior** to the event.

A Special Event Permit is required if your event meets any of the following criteria listed below:

- The anticipated number of participants in a park is over 100 people;
- Admission fees, participation fees or fundraising on public property;
- Closure of a street (does not include residential block parties);
- Event requires use of a trail, or street for a designated moving event course;
- Event requires use of a waterway for non-commercial events;
- Tents over 400 square feet (i.e. larger than 20'x20', or more than four 10'x10' tents);
- Platform or Mobile stages over 400 square feet;
- Temporary structures (scaffolds, canopies, sun shades, etc.)
- Temporary power wired directly into existing electrical services or panels, temporary power supplied by vehicle or trailer mounted generator(s), or any distribution of power;
- Amplified sound beyond a personal/Bluetooth speaker;
- Alcohol sales and/or consumption;
- Food preparation, giveaways and/or sales;
- Exhibitors, community resources and/or merchandise sales;
- Inflatables, circus, carnival, games, or rides (without the rental of a shelter or when in combination with another listed criteria with shelter rental);
- Vehicles on display;
- Temporary fencing or crowd barriers;
- Fireworks.

The following are exceptions:

- Wedding and/or shelter rentals (contact CRPD Rental Services Section 614-645-3337 or [columbusrecparks.com/facilities/rentals/event-venues/](http://columbusrecparks.com/facilities/rentals/event-venues/));
- Health & Wellness License for fitness related activities (contact CRPD Rental Services Section 614-645-3337);
- Sporting event at designated sport parks (contact CRPD Sports Section 614-645-3337 or [columbusrecparks.com/wellness/athletics/](http://columbusrecparks.com/wellness/athletics/));
- Activity taking place inside a community center or being produced exclusively by center staff (contact the Community Center);
- [Residential Block Parties](#);
- [Filming](#);
- [Park Permit](#);
- Community Markets. ([License Section](#))

#### Applying

Applying for a Special Event Permit is a two-step process:

- Step 1. Submit the **Special Event Reservation**.
- Step 2. Submit the **Special Event Application**.

The **Special Event Reservation** provides a general overview of your event. Office of Special Events (OSE) staff will review the reservation to determine the availability of all public property and if the spaces are appropriate for the event. Approved reservations are marked “Tentatively Confirmed” and will be able to continue with the permitting process. The reservation means the space has been secured for the event, but final approvals are not guaranteed. All reservations are tentative until a permit has been issued. The Office of Special Events accepts reservations up to **one year** in advance of an event.

The **Special Event Application** expands upon the reservation and allows the applicant to provide more in-depth details of the event. Submitted applications are reviewed by multiple departments. City of Columbus staff will communicate any further requirements or additional permits via the application. Delays in providing required information may affect the ability to review an event application or result in the determination that the application is incomplete and cannot be approved. Submitting an application does not guarantee that you will be issued a Special Event Permit. The official submission date is the date the Office of Special Events receives the submitted application. The deadline to submit the Special Event Application for a Special Event Permit is **60 days** prior to the first date of the event.

Reservations and applications are considered complete when all details and supplemental documents are included. Listing information as “TBD” or uploading blank or not applicable documents as a placeholder cannot be processed. Insurance and finalized food and vendor lists can be submitted while the application is under review. Applications with missing information will be considered incomplete until sections have adequate details and will be charged according to the fee schedule.

Additional permits may be required. Receiving a Special Event Permit does not guarantee all City of Columbus permitting requirements have been met.

### **Reservation policy**

Returning events will have their dates tentatively held for the following year when listed in the application for the current year. Event Coordinators will have 60 days following the current event date to start a reservation for the following year. The reservation will be tentatively confirmed only if there are no conflicts and the event is in good standing with all City Departments, other City agencies and contractors. If a reservation has not been submitted within the 60 days following the event, the tentatively held date will be released. Returning dates for signature events may follow a specific formula (i.e. second Sunday of January). Signature events are able to be held past the 60 day deadline at the discretion of the OSE. Returning events may not always take place on the same weekend year-to-year based on how the calendar shifts. Often a month will have five Saturdays one year, but only four the following year.

New events may start a reservation up to one year in advance of their event. Availability will be determined based on returning event dates. If after 60 days a returning event has not been in contact/made a reservation to verify the following years event dates, the date may be opened to new events at the discretion of the Office of Special Events.

### **City Fees and Costs**

Please review the [Event Fee Schedule](#) for event related fees. The Host Organization will be billed the permit fee based on the date the Special Event Application has been determined to be substantially complete. Additional fees are applied to Special Event applications submitted inside of 60 days. Payment of the permit fee does not guarantee that the Special Event Application is complete, nor does it guarantee that any or all aspects of the application will be approved. Permit and expediting fees are non-refundable.

In addition to the Special Event Permit fee, the applicant may incur other City permit fees or costs. For example, fees associated with personnel (Ex. Police, Fire, Inspectors, etc.) or resources (Ex. Parking, water, additional permits, etc.) provided to the event by a City department or facility repair costs for any public property damaged by an event.

### **Cancellations/Refunds/Rescheduling**

All cancellations must be made in writing to the CRPD Office of Special Events. Application fees are non-refundable and non-transferable to another event. Cancellation of the event by the applicant **more than 30 days prior** to the permit start date will receive a full refund for all park fees paid and 50% of any shelter house fees paid, less the non-refundable application fees. No refund will be issued for cancellations by applicants 30 days or less prior to the permit start date. Refunds will **not** be granted for permits which 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 via check from the City Treasurer's Office and may take 4-6 weeks to receive. The City reserves the right to cancel or relocate an event due to poor weather and/or turf conditions prior to, or on the day of the event that may cause excessive damage to City property. Refunds will not be granted for inclement weather or City emergencies. Cancellation of Columbus Police and/or Columbus Fire must be made directly with the assigned personnel at least two (2) hours prior to the start of the job. Failure to cancel personnel in sufficient time will result in the applicant being charged additional fees.

### **City Requirements and Services**

City departments may be contracted to provide the event services listed below. City department representatives are listed in the "[Contacts](#)" section, and you may reach out to find out more information about these particular services. Specific requirements apply to certain areas of event operations, such as vending, entertainment, fireworks, and site layout. Applicants may need to contact each City department prior to the event to thoroughly review all requirements and applicable fees. When necessary, contact each department **(90) days prior** to the event.

### **City Access to Event Sites**

All City inspectors have the authority to close any event activity, which is not in compliance with City regulations. Authorized City representatives serving in their official capacity shall have free access to the event premises at all times. Event coordinators should reserve parking spaces for city vehicles and/or provide site access passes to City inspectors.

### **Community Outreach**

Event plans should include outreach, parking plans and sound mitigating measures that address potential impacts an event may have on the surrounding neighborhood in which the event activities are scheduled to occur. Applicants are not required to present their event concepts to community groups that require fees for review of the event proposal or fees for use of the specific neighborhood. Impacted businesses, places of worship, schools, and residents that are directly adjacent to the event venue should be notified of event plans and timeline. Issues that are usually resolved in advance include coordination of deliveries, timing of sound checks, and establishing a way to allow those affected to access their buildings, homes and parking areas.

### **General Public Property Policies**

Event coordinators are not allowed to operate their own maintenance or lawn care equipment at City facilities. Event components such as dunk tanks, go carts, confetti cannons, certain mechanical rides and balloon releases are prohibited. Some components such as fireworks, amusements and animals may require additional permits and/or coordination. The installation of stages, scaffolding, portable buildings, sport courts, grandstands or bleachers must be authorized by permit. Use of paint, dyes or spray paint 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 any other grassy areas of parks without permission.

### **Public Disclosure**

The City recognizes that the public has a legitimate interest in possessing information concerning events, particularly as they directly relate to potential impacts on areas they may work or reside. All information contained in an application or permit, and any supporting documents are subject to public disclosure. In addition, any invoices for City services as well as other rates/fees charged by the City made in connection with an event are subject to public disclosure.

### **Free Expression**

Freedom of speech, press, religion, and assembly are rights protected by the First Amendment of the Constitution of the United States. In order to best coordinate services, the City retains its responsibility to oversee the impact an activity will have on public safety and emergency services, the overall impact on business and residential access, and the ability of the event coordinator to organize a safe and secure event. Permits may be required for activities that take place on public property, impact normal flow of vehicular or pedestrian traffic, or require the use of equipment, including but not limited to, temporary structures, stages and amplified sound.

Spontaneous activities for which individuals or organizations cannot provide the level of advanced notice required, such as an event occasioned by recent news or current affairs, should coordinate with Columbus Police Special

Events/POPS ([Columbus Police - Special Events](#)). In order to best coordinate services, as much notice as possible is encouraged.

Activities that are not of a spontaneous nature, such as an organized parade, are required to submit a Special Event Application to ensure the safety of all participants, spectators and motorists when such activities take place on public property.

### **Denial or Revocation of a Special Event Permit**

An applicant may be denied the opportunity to reserve a City facility if it is determined that the intended use is not appropriate for the requested facility due to anticipated attendance, availability, pending construction, inadequate infrastructure (utilities, parking), unreasonable impact on public access and/or the City's ability to operate the requested facility in the manner which it is intended. The City shall deny or revoke a Special Event Permit if the applicant makes a false statement of material fact on the application, has not paid all fees or offered misrepresentations; if the event has previously damaged City property, or is in violation of any provision of the permit. An applicant's past performance may also be considered if there is proof that the applicant has previously violated conditions of City facility use, permit requirements from City Departments, or has unresolved financial obligations with the City or privately operated properties adjacent to the requested facility. Any and all outstanding fees from a previously held event must be paid in full before a newly submitted Special Event Reservation will be reviewed or approved. The permit shall also be denied or revoked if the Director of Recreation and Parks, Police Chief, Fire Chief, Health Commissioner or their designee determine the event poses a serious threat to public health, safety or welfare, or if the City of Columbus determines that the number of events occurring on or near the same date or in the same vicinity creates an unreasonable demand on City staff or resources.

### **Appeal Process**

An applicant may appeal to the CEMT Appeal Team by delivering a letter to the Director of Recreation and Parks indicating the intent to appeal the denial no later than 7 business days after the applicant is notified of the denial. The CEMT Appeal Team shall act on the appeal within 7 business days and may uphold or reverse the denial. The CEMT is guided by the following standards for issuance of permits as outlined in the [Citywide Events Management Team](#) section.

### **Post Event Inspection and Restoration**

Following events, the CRPD Office of Special Events may perform post-event inspections. These inspections cover parks, facilities, streets and adjacent sidewalks permitted for use under a Special Event Permit and will focus on the removal of all event related trash, signage, equipment and supplies, hard surface stains, and overall site cleanliness. Event Coordinators may request to attend the inspection by contacting the CRPD Office of Special Events to schedule a time. Permit holders not returning park(s) and public spaces in the same condition as they were secured may be billed for clean up or repair services deemed necessary. For repairs performed by CRPD, the permit holder will be billed direct costs for time and materials. For damages requiring repair beyond CRPD's staff capabilities, CRPD may elect to utilize a contractor to perform the restoration. CRPD retains the sole authority to determine the scope of restoration services. Either on an annual or per project basis, CRPD will solicit bids from qualified contractors, determine the scope of repairs needed and arrange payment to contractors. Following completion of work, CRPD will invoice the permit holder for reimbursement. Failure to submit reimbursement will prevent the permit holder/event from receiving future permits at any location until reimbursement is collected.

## **4. Host Organization**

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### **Host Organization**

The Host Organization is the organization or individual that creates the vision of what the event will be, including the budget and the scope of the event. The Host Organization, unless otherwise noted, is the organization or individual legally responsible for all fees, requirements, violations and damage to public property that result from the actions of volunteers, staff, participants or event subcontractors during the hours of permitted use.

### **Permit Holder**

The Permit Holder is the individual representative holding the permit to conduct a special event for the Host Organization. The Permit Holder may be the President, Executive Director, or other authorized officer of the Host Organization. The Permit Holder has the authority to make planning, operational and financial decisions on behalf of the organization.

## Non-Profit Organizations

Events that have a host organization that is a non-profit organization need to enter their Federal Identification Number (EIN) and upload their IRS tax determination letter to the Special Event Application.

In general, Ohio 501(c) (3) and 501(c) (4) organizations must register under the Ohio Charitable Trust Act unless they meet one of several exemptions. Other organizations that operate for a charitable purpose may also be required to register. Out-of-state entities may be required to register if they have assets in Ohio or a majority of the governing body is in the state. After filing the initial registration with the Ohio Attorney General's Office, the organization must file an annual financial report. Organizations are able to verify their non-profit status at any time with the Ohio Secretary of State or the Ohio Attorney General's Office.

## 5. Primary Contact

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### Primary Contact

The individual who oversees all aspects of event planning and details of the event's execution. The event coordinator must be at least 18 years old to apply for an Event Permit. The Event Coordinator is the Primary Contact for City representatives during the permitting process.

The Primary Contact listed on the application will receive email notifications during the application process regarding status updates and comments posted by City of Columbus staff. The Primary Contact default is the login information for the account.

### Onsite Coordinator

The individual who is the primary point of contact during the event. The phone number for the Onsite Coordinator will be listed on the permit, so City of Columbus representatives can make contact as needed. The Onsite Coordinator must be available during set-up through tear-down of the event.

## 6. Event Information

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Applicants will need to provide a general overview of their event. This includes websites, social media pages, and the event type. The event type is the primary purpose of the event.

The event information you share may be posted on a publicly viewable [Event Calendar](#). The calendar automatically updates with information from applications after they are submitted and under review by City staff. The calendar serves as a tool to share important details of your event to the community, and to assist with the promotion of permitted events.

## 7. Event Dates & Attendance

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Applicants will need to share the full scope of the event timeline, including set-up through tear-down. All event coordination, equipment delivery and post event clean-up must take place during the proposed dates and times listed. If set-up and/or tear down dates are needed solely for contractors to deliver/install equipment, the times may be the best estimate of when work will take place.

Annual events that list a proposed date to return for the following year may do so with the understanding that providing a date does not confirm a future reservation, nor does it guarantee a permit. This information is used to project possible scheduling conflicts. To obtain an official reservation for the following year, applicants will first be evaluated on past performance, and payment of all fees to the City. Please refer to the [Applying](#) section.

**Total attendance** is the total attendance anticipated for the entire duration of the event. **Peak attendance** is the highest attendance anticipated at one time during the event.

### Rain Dates

The availability of public property and City support services are coordinated through the application process. Special



Events are only permitted for the dates required for set-up, tear-down and event day logistics. Rain dates are not held for events in the event of inclement weather. The applicant must indicate all dates needed for the event. The application and park use fees are applied based on the duration of permit.

## 8. Event Main Location

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### **Downtown Park Use**

Park usage fees are charged for use of downtown riverfront parks (Bicentennial Park, Genoa Park, Battelle Riverfront Park, North Bank Park, East Bank Park, West Bank Park, McFerson Commons and Dorrian Green). Access to facilities and services are not available until 8:00 am. Items in park(s) outside of the permitted set-up to tear-down period, such as tents, portable restrooms, generators or dumpsters may result in additional park usage fees. Additional fees will also apply to equipment and facilities used in conjunction with or impacted by events.

### **Residential Parks**

Park hours depend on the location of the park. Events held in a regional or neighborhood park will not incur park rental fees for use of the park. Applicants will only pay a permit application fee, power fee (if applicable) and fees for rental facilities located within the park. Facility rental is required for all event and set-up days when shelter access is desired, and/or when access to rentable facilities within the park are impacted. Shelter house rental fees may vary per location. Please review the [CRPD Facility Rentals](#) page online.

### **City Street**

A Special Event Permit is required when an event will affect the normal use of a City of Columbus street, except for residential block parties, construction or commercial activities.

### **Private Property**

A Special Event Permit is only required when the event includes the use of adjacent public property. Other City of Columbus permits may be required.

### **Additional Locations**

Applicants will be able to identify additional locations the event plans to utilize. Examples of additional locations may include parks used for offsite parking and shuttle services, vehicle or equipment support staging, and any other location that is outside of the defined event footprint.

## 9. Event Details

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Applicants will need to share the scope of event components by answering a series of “Yes or No” questions. During the review of the **Reservation**, CRPD staff will be able to determine if the location requested is available and appropriate based on the overview of these details. Supplemental details will need to be submitted for every answer of “Yes” on the **Application**. While the application is in draft form, the applicant may change an answer in the Event Details section as planning evolves. The application will automatically adjust based on information provided in this section. Applicants will only need to provide details that correspond directly with the event components. Events with more components will have to complete additional sections of the application, but less complex events will have fewer sections to complete.

## 10. Admission Based Events

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City of Columbus parks, streets and other public property are intended to be open to the community. When an event charges admission to access public property, additional permitting fees may apply. The primary charged admission types are:

- **Tickets/General Admission Fee** - An event that restricts access to public property. Attendees are required to pay admission to enter the property.
- **Registration Fee/Donations** - An event that charges fees or collects donations for participating in an organized moving event. Spectators and the general public may still visit public property.

- **Exclusive Access Area** - An event that has an isolated section of public property that requires admission to access. Examples include a VIP tent or beer garden.

### **Admission Based Park Events**

If an event includes any activity where a donation or fee is required for access to all or a portion of a downtown park, then the admission-based fee will apply to each day the activity is conducted. It is the intention of CRPD to provide the greater community with unrestricted access to all community parks. Providing the community with opportunities to experience unique recreational opportunities such as admission-based concerts and events can contribute to the economic vitality of the city. Admission based events may be approved at regional and neighborhood parks at the discretion of the Director of Recreation and Parks. CRPD may establish a capacity for the number of private events held in a venue during a calendar year to balance public access and private event use.

The Director of Recreation and Parks may elect to solicit proposals for a series of admission-based events (movie nights, concert series, etc.) if it is determined that there is a value to the community by allowing such events to be held on multiple occasions and that the event requires participant contributions to be sustainable.

## **11. Street Closures and Right-of-Way Use**

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### **Street Closures for Special Events**

To be considered for a Special Event Permit with a Street Closure, a completed Special Event Reservation and Special Event Application must be submitted. No Street Closure shall be conducted between the hours of 12:01am and 8:00am without the written permission from the Director of Recreation and Parks. Applicants must include a [Street Closure Petition](#) signed by occupants (18 or older) of 80% of the total adjoining properties along with a legible [site map](#) of the event area including street names, barricade placement and all items that will be placed within the closure. Vacant properties must be noted as vacant on the petition page for consideration towards the 80%. Multiple attempts must have at least 3 separately attempted dates and times noted on the petition page. You must have the majority of signatures obtained for consideration towards the required 80%

Applicants must maintain a continuous 20-foot fire lane with nothing within 3 feet of a fire hydrant if anything is placed on a street. Applicants must arrange rental of all traffic control devices needed to inform the general public of traffic restrictions, and schedule to have any paid parking locations within the closure temporarily removed from service.

All applications are subject to the review and approval of the Division of Police and the Division of Traffic Management. Applications for closure of major thoroughfares (i.e. High St., Broad St., etc.) are subject to the review and approval of the Division of Police – Special Events Office, Division of Fire – Public Assembly Inspections Office, Division of Traffic Management, Division of Mobility and Parking Services, and Division of Refuse Collection. Applicants may be required to hire special duty police for traffic control.

Street closures that will be located within the University Area District will be required to obtain approval from the University Area Commission (UAC) at the Northwood High Bldg., 2231 N High St., Rm. 200, Columbus Ohio 43201 (614-441-8174). The UAC meets once per month, so be sure to plan ahead for their review and approval. The University Area District boundaries are Glen Echo Ravine on the north, the Norfolk Southern/CSX railroad tracks on the east, Fifth Avenue on the south, and Olentangy River Road on the west. A map of the University Area District can be found on the City resource section of the website.

Events that require closure of Washington Boulevard in front of Genoa Park shall not place event components in front of the Columbus Police Memorial or that would block the opening and closing of the park gates. The Genoa Park gates are closed when the park is not in use, and may be opened or closed by the event. Barricades are still required even if the event has the gates in the closed position.

Moving events held on streets will be treated as “rolling closures,” where non-participants will be temporarily stopped to allow for event participants to safely move unobstructed along the course. Street closures that require additional set-up and/or tear-down time beyond the time allotted for the rolling closure (such as start/finish lines, staging areas, vendor areas, first-aid stations, parking for support vehicles, etc.) will require the applicant to submit the [street closure petition](#) with documented approvals.

Impacted businesses, places of worship, schools, and residents that are directly adjacent to the event venue should be notified of event plans and timeline. Issues that are usually resolved in advance include coordination of deliveries, timing of sound checks, and establishing a way to allow those affected to access their buildings, homes and parking areas

All planned, current and emergency lane closures and/or steel plate placements in the City of Columbus right of way must be reported in order to provide a coordinated tracking system to maintain the safety of our roads. Events closing a single lane or more, for one hour or more must complete the [CLOSE form](#) provided by the Department of Public Service. You will need your Special Event application ID number when completing the CLOSE form.

### **Traffic Control Devices**

Providing barricades and other traffic control devices that are required for street, sidewalk and alley closures, etc. for stationary or moving events are the responsibility of the event coordinator. This equipment can be rented from a private contractor and must meet the specifications of the Division of Traffic Management. The City does not provide barricades and traffic control devices. Please review the [Contacts](#) section for a listing of local Traffic Control Device providers. Applicants are not required to utilize any one specific company but must provide approved barricades for all closures.

Downtown or residential events using main arterial streets should plan on Type III barricades at all intersections. Advanced warning signs ("Road Closed Ahead") may be required. Events that are using residential streets should plan on having Type I barricades at all intersections. Street closures occurring after dusk or before dawn will require barricades with lights. Traffic cones alone, bike rack, personal vehicles, and people are not approved substitutions for barricades. The Division of Traffic Management and Columbus Police will determine the type of street as well as required number and placement of traffic control devices. The site map must include barricade locations, or a secondary barricade placement map may be utilized. The barricade map will be required to be uploaded into the street closure section of the application.

### **Occupancy Permits**

A 906 Non-Commercial [Occupancy Permit](#) is required anytime an applicant desires to construct event related items in the public right-of-way (street/sidewalk) or to park/stage in the street prior to the permitted time of a street closure or outside of the closure boundaries included in the approved Special Event Permit. Event coordinators must provide necessary pedestrian or vehicle traffic control devices for items erected on streets and sidewalks. For safety purposes, dumpsters located on streets before or after streets are formally closed must have reflective tape on them or have two lighted traffic barrels placed in the lane warning approaching traffic of the obstruction. Items constructed on sidewalks may require signage redirecting pedestrians to an alternate route.

When a 906 Non-Commercial Occupancy Permit is issued or parking has been requested to be removed, [Emergency No Stopping](#) signs must be printed in color, posted 72 hours in advance and emailed to [colspemits@columbus.gov](mailto:colspemits@columbus.gov) and [tempnsat@columbus.gov](mailto:tempnsat@columbus.gov) to advise the public the areas that will be designated "No Parking". Event related vehicles parking in these spaces must have the 906 Non-Commercial [Occupancy Permit](#) located on the driver's side dashboard of the lower front window of the vehicle. 906 Non-Commercial Occupancy Permits are obtained for the purpose of closing the curb lane to park food trucks outside of a designated Commercial Zone or Residential Zone. Each food truck must also have a Mobile Food Vendor License (MFV) and MFV Public Right-of-Way Permit issued by the License Section of the Department Building and Zoning Services. If tables are placed on the adjoining sidewalk, a 906 Non-Commercial Occupancy Permit must be obtained from the Right-of-Way Permits Section. There is a 3-10 business day waiting policy for Occupancy Permits. No permits will be issued on any street or area that is a no stopping zone.

All planned, current and emergency lane closures and/or steel plate placements in the City of Columbus right of way must be reported in order to provide a coordinated tracking system to maintain the safety of our roads. Events closing a single lane or more, for one hour or more must complete the [CLOSE form](#) provided by the Department of Public Service. You will need your Special Event application ID number when completing the CLOSE form.

## 12. Temporary Removal of Paid Parking

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When closing public streets for event use, the applicant is responsible for temporary removal of both paid and free on-street parking locations in all closure areas. Moving Events are only required to reserve paid parking meter locations and free parking locations within the street closure area. Temporary removal of paid parking and free parking locations along a moving event course can be requested and may be required for safety.

The request for temporary removal of paid parking must identify the location of all parking areas to be removed from service within the event footprint. Paid parking requests will be automatically routed to the Division of Mobility and Parking Services once the Special Event Application is submitted for review. Please note, paid parking includes parking meters, multi-space parking kiosks and "Mobile Payment Only" zones. A [map of parking meters and kiosk locations](#) is available online. To gather mobile payment zone information, event coordinators will need to verify [the mobile pay zone](#) numbers online or by visiting each impacted street.

Events shall pay four dollars (\$4.00) for each paid parking space removed from service up to one hundred (100) parking spaces. Events that require the removal of more than one hundred (100) paid parking spaces from service shall be charged a flat rate of four hundred dollars (\$400.00).

When a Special Event is held on a Sunday or a City recognized holiday when parking is free, the Special Event is required to pay an Administrative Fee of two hundred fifty dollars (\$250.00) to cover the cost of removing the parking from service.

Payment must be submitted **7 days prior** to event set-up.

Event coordinators must place temporary "[Emergency No Stopping](#)" signs reflecting the date(s) and time of day the parking will be removed from service in advance of the event. (24 hours for paid/metered or 72 hours non-metered) The footprint should be cleared of non-event related vehicles at least 4 hours prior to the event for safety services. (Ex. If the event begins at 8am, the sign should indicate "No Parking effective 4am". The sign must be printed in color and include the permit number or event name where applicable. Temporary signs shall be placed in the following manner:

- Attached to a wooden stake and placed every fifty (50) feet in the street lawn area between the curb and sidewalk.
- Attached to street signs posts. The temporary signs shall not block posted street signs.
- Attached to a forty-two (42) inch tall traffic cone and placed between the curb and the sidewalk as to not block off the parking spot or impede pedestrian traffic. On the day the permit is valid, the cones may be placed in the parking spaces in an effort to keep motorists from parking in the spaces.
- Event coordinators are responsible for the replacement of damaged or missing temporary signs before and during the dates and times listed on the permit.

The cost for any necessary posted signage and/or maintenance of traffic items shall be paid by the applicant.

It is the responsibility of the permit holder to remove all temporary signage upon expiration of the permit or at the conclusion of a special event. If a permit holder fails to remove all the temporary signage, there will be a two-hundred fifty-dollar (\$250) fee assessed to the permit holder. No future permits will be approved until the temporary sign removal fee is paid.

Geo-fencing allows for scooters to be stopped at a given location. Events may request information on limiting scooters to the perimeter of the event through the online special event application. Please keep in mind when requesting the "stop" point that the scooters will be left at that location in various positions.

## 13. Moving Events

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A Special Event Permit is required for any organized moving event taking place on public property that includes any street, public thoroughfare, sidewalk or multi-use trail. Specific rules and policies apply for the safe operation of each type of moving event. Funeral processions and regular vehicular traffic are not moving events. Activities that follow all existing laws related to vehicle, pedestrian and cyclist traffic may occur without a permit as long as the activities are non-competitive and follow rules of the road. Moving Events are either Competitive or Non-competitive.



Moving events are intended to be continuous, whether they are a loop or point-to-point, and all requested stops, regardless of duration, must be requested at the time of applying. Preplanned stops may necessitate additional permits.

- **Competitive moving events** are when participants register for a competitive and timed race, such as a 5K, triathlon or marathon. Typically, these also require a fee to participate. They do not have motorized vehicles, excluding lead vehicles or support vehicles.
- **Non-Competitive moving events** are when the primary purpose is to demonstrate, raise awareness, celebrate, march, fundraise, conduct an organized ride/tour or other non-competitive activities. If the moving event includes anything other than people, additional permits and inspections may be required by other City departments.

Moving Events may select one of our preset courses [here](#). Custom Courses are only available to moving events with 10,000 or more participants.

A map along with a turn-by-turn description and location of barricades along the course/route must be submitted for moving events and will be reviewed based upon the ability to accommodate the anticipated participation size, time of day, location, conflicts with other scheduled activities and duration at the proposed time. All courses must be approved by the Columbus Division of Police Special Events Office, Division of Traffic Management, Division of Fire Special Events Office and Recreation and Parks Department Office of Special Events. Once a permit is approved, changes may only be made by the City.

Police, first-aid, traffic control devices and/or a staggered start may be required as a condition of the permit, and the determination of those needs will be made by the City departments. Paint, dyes or spray chalk may not be used in parks or on trails. All directional signs and course markings must be temporary and completely removed at the conclusion of the event.

## Streets and Sidewalks

Moving events held on streets will be treated as “rolling closures,” where non-participants will be temporarily stopped to allow for event participants to safely move unobstructed along the course. All courses should be designed to have minimal impact on residents, businesses, public transportation, and emergency services. No moving event shall be conducted between the hours of 12:01am and 6:00am.

Traffic control devices are required for the safety of all citizens partaking in and being impacted by moving events. Downtown or residential moving events using main arterial streets should plan on Type III barricades at all intersections. Advanced warning signs (“Road Closed Ahead”) may be required. Moving events that are using residential streets should plan on having Type I barricades at all intersections. If you are using a lane of traffic for the moving event and leaving the other(s) open to vehicular traffic, you will need cones placed between the lanes at intervals of every 30-50 feet. Traffic cones alone, bike rack, personal vehicles, and people are not approved substitutions for barricades. The Division of Traffic Management and Columbus Police will determine the type of street as well as the required number and placement of traffic control devices. The site map must include barricade locations, or a secondary barricade placement map may be utilized. The barricade map will be required to be uploaded into the moving event section of the application.

Ohio Fire Code requires arches (inflatable, truss, etc.) to be at a minimum 20 feet wide by 13.6 feet high for clearance of emergency services vehicles.

Street closures that require additional set-up and/or tear-down time beyond the time allotted for the rolling closure (such as start/finish lines, staging areas, vendor areas, first-aid stations, parking for support vehicles, etc.) will require the applicant to submit the [street closure petition](#) with documented approvals. Refer to [Street Closure and Right-of-Way Use](#) section for street closure requirements. Applicants may be required to temporarily remove paid parking from service along the course. Parking restrictions are coordinated in the online application.

Once a Special Event Permit has been approved, the event coordinator will be required to deliver a “[Notification of Intent](#)” letter including the course map to all properties along the designated course. The notification must be distributed **15 days** prior to the event.

All planned, current and emergency lane closures and/or steel plate placements in the City of Columbus right of way must be reported in order to provide a coordinated tracking system to maintain the safety of our roads. Events

closing a single lane or more, for one hour or more must complete the [CLOSE form](#) provided by the Department of Public Service. You will need your Special Event application ID number when completing the CLOSE form.

### Multi-Use Trails

Moving events on trails are only permitted for use by runners, walkers, wheelchairs, strollers and domesticated animals. No permits will be issued for motorized or non-motorized modes of transportation. A permitted moving event may not close a trail or restrict use by the general public.

An out-and-back style course where participants will travel in both directions on the same trail has a maximum capacity of 500 participants. A loop or point-to-point course where participants only travel in one direction on the trail has a maximum capacity of 1,000 participants.

Many trails pass through existing parks therefore, prior rental of a park or adjacent facility may be required for the approval of a moving event. The City of Columbus and other entities have shared responsibilities for Columbus' trail network. Event coordinators must contact Metro Parks to coordinate an event on a trail originating from a Metro Park, and Ohio State University for events originating on campus. Due to the volume of daily use, certain sections of trail may not be used for moving events. The Olentangy Trail may only be permitted south of 5<sup>th</sup> Avenue.

### Competitive Moving Events

Preset courses have been created to accommodate moving events in the downtown and some residential areas. Courses, venue maps, and traffic control plans can be viewed online at [www.columbusrecparks.com](http://www.columbusrecparks.com). Courses for competitive moving events must adhere to the following capacities and conditions in order to receive a permit.

- **Streets – Downtown:** Competitive moving events are not permitted on downtown streets on weekdays or in the evenings. A minimum of 1,000 participants is required to use a street course in the [Downtown district](#). Custom courses may go beyond the boundaries of the preset course if the event exceeds 10,000 participants. At least one of the three bridges (Broad Street, Rich Street, and Main Street) must remain open at all times. Slower/non-contending participants may be required to move to adjacent sidewalks after established time limits. Time limits will be determined by the City of Columbus based on course length and start time.
- **Streets – Residential:** Competitive moving events are not permitted on residential streets on weekdays or evenings.
- **Streets – Cycling Race:** A timed competitive bicycle race may only occur on streets which are closed for the duration of the race. Obtaining approval to close a street requires approvals from adjacent properties and City Departments. Street closures are not considered a rolling closure.
- **Sidewalks:** A portion of the course may use sidewalks if approved by the reviewing City Departments, but courses only utilizing sidewalks are not permitted for timed competitive events.
- **Multi-Use Trails:** Competitive moving events may be requested for any time after 5:00pm on Friday through the weekend and on Federal holidays, so as not to interfere with rush hour traffic patterns. Trails may be permitted for courses up to 15K (9.3 mile) in distance. Trail courses may be permitted to use portions of streets or sidewalks as deemed necessary by the City of Columbus.

### Non-Competitive Moving Event

Courses for non-competitive moving events must adhere to the following capacities and conditions in order to receive a permit.

- **Streets – Downtown:** Non-competitive moving events using downtown streets may occur on weekdays after 9:00am, and must be completed before 4:00pm to avoid conflicting with rush hour traffic. Events scheduled to take place on weekends or Federal holidays may be permitted to occur outside the hours of 9:00am – 4:00pm.
- **Streets – Cycling Ride:** A non-competitive ride/tour with a mass start requires a Special Event Permit. Rides of this nature can include motorized vehicles in the role of lead or support vehicles. A non-competitive ride/tour without a mass start requires no permit as long as they occur on streets and can safely be operated according to the “rules of the road”. Ride starts are recommended to begin in waves of no more than 10 participants at a time. If necessary, a non-competitive ride/tour can use portions of the trail, as long as they can safely be operated according to the “rules of the road”.

### Special Conditions/Exceptions

Certain moving events may be classified by the City of Columbus as an extraordinary event, which could lead to special conditions, exceptions to policy, or additional requirements based on the type of event. The events listed

below may qualify as extraordinary events:

- Olympics, Paralympics, Youth Olympics - International Olympics Committee (IOC)
- IAAF World Championships - International Association of Athletics Federation
- Olympic Trials - United States Olympic Committee (USOC)
- USA National Championships - USATF, USA Cycling, and/or USA Triathlon
- National Championship Celebration
- National or regional conferences
- Other national or international events

## **14. Waterway Activity**

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Organized waterway activities such as regattas, races or scrimmages must have a Special Event Permit to operate on the public waterways at all times, and can do so by completing the online Special Event Reservation and Special Event Application. No person shall be on the waterway for an event without first obtaining a Special Event Permit. Waterway Activities are allowed to be scheduled at any time between the dates of October 1<sup>st</sup> through April 30<sup>th</sup>, also known as regatta season. The season from May 1<sup>st</sup> through October 31<sup>st</sup> is dedicated to marinas and dock access for boaters and the general public. For organizations with leases, waterway activities are only permitted at their designated lease locations. Safety plans are required as part of the application process, as well as contacting Marine Police and the Division of Fire - Special Events Office. Participants must remain at least one hundred (100) feet from dams while on the water and must respect other users of the reservoirs at all times. Event signage for waterway activities must be posted prior to the event, and may be posted up to fourteen (14) and no later than seven (7) days prior to the event. Signage must be removed at the end of the last permitted tear-down day.

### **Types of Water Events**

- Practice- One team on the waterway- where they are participating at their home waterway (the only instance where a permit is not required);
- Scrimmage/Organized Practice- Two teams or schools on the waterway;
- Event- Three or more teams or schools on the waterway.

### **Hazards and Buoys**

- Buoys for regattas are installed as part of the event and not a permanent fixture;
- Course markings and buoys may be installed three (3) days prior to the start of the event (weather permitting) and will be removed no later than three (3) days after the event (also weather permitting);
- Vessels must operate within all crossing, practice, tournament, boating, waterskiing and water sports zone parameters at all reservoirs.

### **Vessel Limitations for Events**

- Must not be less than 8 feet or greater than 22 feet;
- Must not be less than 50 pounds in weight;
- Must not be less than 36 inches in beam;
  - Exceptions are: canoes, kayaks, paddleboats, rowing shells and inflatable watercraft that bear a Hull Identification Number (HIN)
- There is a 10 and 30 horsepower limit for safety boats at Hoover Reservoir, but not a limit at Griggs or O'Shaughnessy.

## **15. Tents**

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The following section outlines the permitting requirements for installing tents on public property during Special Events. Tent installation and removal must occur during the permitted set-up/teardown time periods as noted in the Special Event Application. All temporary structures brought in by vendors and installed by a contractor must be indicated on the special event site plan. Please refer to the [Event Site Plan](#) section for site plan requirements.

### **Anchoring**

All tents should be anchored or weighted for safety. The methods of anchoring need to be indicated for all temporary structures in the special event application. Possible anchors are stakes and water or concrete ballasts. The event

organizer is responsible for selecting the appropriate type of anchor for the tent location and must be capable of securing the tents during high winds. Water required for filling water ballasts must be provided by the tent supplier or arranged through the Division of Water via fire hydrant. The Division of Fire will not fill water ballasts to anchor tents. You will need to submit a [Special Event Fire Hydrant Application](#) to the Division of Water to request hydrant access. Additional documentation may be required by Building and Zoning Services to determine structural stability.

### Hard Surfaces

Tent stakes may not be driven into any asphalt, brick or concrete surface. All tents on hard surfaces must be anchored with weights, water or concrete ballasts. If concrete ballasts are to be placed on a hard surface, rubber mats may be required.

### Tents on Public Streets

Tents may be placed in City streets and alleys that have been legally closed as long as a continuous twenty (20) foot wide fire lane is maintained throughout the closure area.

### Tents in Parks

Event coordinators are responsible for any damage/repair costs to site utilities resulting from the actions of subcontractors from tents installed in any City of Columbus park. Depending on soil conditions, extended weather forecasts, estimated attendance, duration of the event and type of planned activities, the CRPD Office of Special Events may require the use of a temporary tent flooring system, or heavy-duty ground protection mats to create a zero footprint when a City park is used as an event site.

- **Non-Irrigated Parks:** Tents may be anchored by water or concrete ballasts, or stakes capable of anchoring the tent during high winds.
- **Irrigated Parks:** Tents up to 400 square feet (i.e. 20'x20') must be anchored by water or concrete ballasts when installed for up to two days. Stakes may be used for tents in place for more than two days, or when the size of the tent requires staking. Park Maintenance staff can only provide the general location of utilities based on above ground identifiers. Tent quantity, size and placement may be limited due to underground utilities.

### Additional Permitting Requirements

Please refer to the Department of Building and Zoning Services (BZS) [Construction Industry Communication \(CIC\) 29](#) for information and requirements. **The building permit is separate and in addition to the Special Event Permit** and may be required for events outside of City parks. Approval of a Special Event Permit does not guarantee Building and Zoning approval or issuance of their permit.

Tents or groups of tents that exceed 700 square feet with no sidewalls, or over 400 square feet with any sidewalls will require a permit from BZS. Fire breaks of twelve (12) feet between the tent(s) and twenty feet (20) from any permanent structures on the event site is required in order to avoid the need for a permit from Building and Zoning Services. For example: the total square footage of tents with side walls cannot exceed 400 square feet (think 4 10'x10' tents placed next to each other) without firebreaks of 12 feet from any other tents and 20 feet from permanent structures. Similarly, if the total without sidewalls exceeds 700 square feet and the firebreaks cannot be met, then a permit will be required.

A complete [Temporary Structure Application](#) submission will include:

- BZS/CFD Temporary Structure Application;
  - Available in the documents and forms area of [www.columbus.gov/bzs](http://www.columbus.gov/bzs)
- Event Site Plan;
- Event Safety Plan;
- Flame resistant certificates for each size of tent;
- Floor plan of tent(s);
  - Seating must have aisles a minimum of 44 inches wide
  - Illuminated "exit" signs if occupied after dusk and exit points within 100 feet of each occupant
- Manufacturer installation instructions for each tent size being erected onsite.

Construction documents sealed by a registered design professional are required. A general contractor registered with the City of Columbus is responsible for ensuring that installations meet all Columbus City Code, Ohio Building Code, Ohio Fire Code and CFD guidelines.



Only one permit per event is needed for tents, stages, and other temporary structures. The applicant may be the event coordinator or contractor, and it is their responsibility to ensure inspections are requested and performed prior to start of the event. Inspections may be scheduled for the next business day or the business day of your choice when scheduled before 12:00am through the automated phone system (614-645-8235) or through the Citizens Access Portal ([www.columbus.gov/bzs](http://www.columbus.gov/bzs)). After hours inspection requests should be made as soon as the inspection date is known. After hour inspection requests must be made no later than 2:00pm the business day before the inspection.

## 16. Stages

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Stage installation and removal must occur during the permitted set-up/teardown time periods. All temporary stages must be indicated on the event site plan and include their sizes. Please refer to the [Event Site Plan](#) section for all site plan requirements.

### Mobile Stages

Mobile stages are best suited for hard surfaces. Mobile stages that are approved to be placed in grass are required to have plywood under the wheels or hydraulic supports. This requirement applies during load-in, the event and load-out.

When a stage exceeds 400 square feet (i.e. 20'x20'), or has an attached covering of tent or awning over 400 square feet, a [Temporary Structure Application](#) and inspection will be required. **The building permit is separate and in addition to the Special Event Permit**, and may be required for events outside of City parks. Approval of a Special Event Permit does not guarantee Building and Zoning approval or issuance of their permit.

A complete [Temporary Structure Application](#) submission will include:

- BZS/CFD Temporary Structure Application;
  - Available in the documents and forms area of [www.columbus.gov/bzs](http://www.columbus.gov/bzs)
- Event Site Plan;
- Event Safety Plan;
- Flame resistant certificates for stage canopies;
- Manufacturer installation instructions for each stage and stage canopy;
- Temporary structure statement of special inspections.

Construction documents sealed by a registered design professional are required. A general contractor registered with the City of Columbus is responsible for ensuring that installations meet all Columbus City Code, Ohio Building Code, Ohio Fire Code and CFD Guidelines.

Only one permit per event is needed for tents, stages, and other temporary structures. The applicant may be the event coordinator or contractor, and it is their responsibility to ensure inspections are requested and performed prior to start of the event. Inspections may be scheduled for the next business day or the business day of your choice when scheduled before 12:00am through our automated phone system (614-645-8235) or through the Citizens Access Portal ([www.columbus.gov/bzs](http://www.columbus.gov/bzs)). After hours inspection requests should be made as soon as the inspection date is known. After hour inspection requests must be made no later than 2:00pm the business day before the inspection.

## 17. Additional Temporary Special Event Structures

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Additional temporary special event structures are multi-purpose and portable. These temporary structures may include temporary bleachers, scaffolding, arches, canopies, rigging, tower structures, sunshades or air supported structures such as disaster relief stations, vaccination clinics, or greenhouses. Temporary structure installation and removal must occur during the permitted set-up/teardown time periods.

The [Temporary Structure Application](#) is separate and in addition to the Special Event Permit and may be required after review from BZS. Please refer to the Department of Building and Zoning Services (BZS) [Construction Industry Communication \(CIC\) 29](#) for information and requirements. **The building permit is separate and in addition to**

**the Special Event Permit**, and may be required for events outside of City parks. Approval of a Special Event Permit does not guarantee Building and Zoning approval or issuance of their permit.

Ohio Fire Code requires arches (inflatable, truss, etc.) to be at a minimum 20 feet wide by 13.6 feet high for clearance of emergency services vehicles.

## **18. Electrical Services**

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### **Park Electricity**

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. Applicant may be required to hire a licensed electrician and schedule an on-site meeting between event electricians and CRPD prior to the event.

### **Portable Generators**

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 electrical 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.

### **Electric Permits/Inspections**

An electrical permit is required by Building and Zoning Services when the lighting and power is directly wired to existing electrical services or lighting and power is supplied by vehicle or trailer mounted generator, or if any distribution of power will occur. An electrical contractor registered with the City of Columbus is required to apply for the electrical permit and perform the electrical work.

To apply for the permit, the electrical contractor will need to access the Citizen Access Portal ([www.columbus.gov/bzs](http://www.columbus.gov/bzs)) and complete the following steps:

- Create an account;
- Associate their City of Columbus registration number through Account Management;
- Click the Purchase Permit or Inspection Trip link under building and follow the steps to create a commercial electric record;
- Select no when asked if there is an associated building permit and if the project is minor/limited scope;
- In the work description, provide the Building and Zoning Services application/record/permit number for the event.

When the application is complete the electrical inspection supervisors and customer service team will be notified and work together to issue the permit.

It is the responsibility of the applicant to ensure inspections are requested and performed prior to start of the event. Inspections can be scheduled for the next business day or the business day of your choice when scheduled before 12:00am through the automated phone system (614-645-8235) or through the Citizens Access Portal ([www.columbus.gov/bzs](http://www.columbus.gov/bzs)). After hours inspection requests should be made as soon as the inspection date is known. After hour inspection requests must be made no later than 2:00pm the business day before the inspection.

### **Division of Power**

The Division of Power (DOP) must be contacted a minimum of **two (2) weeks prior** to the event if electrical connection to the City power grid is needed. The DOP does not provide electrical distribution services; however, they will assist private contractors in locating power to support temporary distribution systems. Each event must provide all materials: cable, breakers or disconnect fuses, etc. A disconnect shall be provided and located as close as possible to DOP facilities. The disconnect switch shall comply with DOP standards; DOP retains the right to refuse a connection that is deemed non-compliant with DOP standards. The DOP shall determine the point of connection for each service.

If a line extension is required to provide distribution facilities to serve an event, the cost of the line extension will be

the responsibility of the applicant. All connections to DOP power sources will be performed by DOP staff. All installations and removals shall be scheduled prior to the event. Unscheduled weekend/holiday work will be billed for a minimum of four (4) hours. For services greater than 600 amps, an electric meter will be installed and a permit and inspection must be scheduled through Building and Zoning Services.

## **19. Temporary Lighting**

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Events have a wide range of temporary lighting options at their disposal for 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 is not limited to light towers, projection/mapping (3-D) lights, balloon lights, bistro/string lights, lasers, moving lights, PAR lights, Gobo pattern projection lights, spotlights, wall washer lights, up lights, and pixel tube lights. Temporary lighting cannot be affixed to any city property such as street lights, traffic lights, street signs, trees or other features without permission. Light placement, usage, etc. will be reviewed by City staff. Additional coordination may be required.

## **20. On Site Water Service**

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All temporary connections to fire hydrants shall have a Reduced Pressure Zone (RPZ) backflow preventer in accordance with American Society of Safety Engineers (ASSE) Standard 1013. The RPZ backflow preventer must be tested by a certified backflow inspector after installation.

A [Special Event Fire Hydrant Application](#) must be submitted to the Division of Water ([UtilityPermits@columbus.gov](mailto:UtilityPermits@columbus.gov)) a minimum of **thirty (30) days prior** to the event. The charge for the permit will be \$75.00 per permit when using five (5) hydrants or less and \$150 per permit when using more than five (5) fire hydrants. The charge for water usage will be \$50 per day, for each day the applicant has use of a fire hydrant. Fees must be paid to the City of Columbus, Division of Water in advance.

If the event requires construction of temporary water lines by the City, a site plan and \$500 refundable security deposit shall be submitted prior to the event so that the work can be planned and scheduled. The applicant is responsible for all labor costs for this work as well as the replacement cost for equipment or materials damaged during the event. If the total cost exceeds the amount deposited, the applicant will be billed for the balance. If the costs are less than the deposit, the remaining amount will be refunded to the applicant.

If the applicant elects to provide all labor and materials required for the construction of the temporary water lines, including the RPZ backflow preventer, a \$50 fire hydrant inspection fee will be required to inspect each fire hydrant for operational integrity before and after the event. A \$100 late fee shall be assessed if the permit application is submitted less than **thirty (30) days prior** to the event, or if any fees have not been paid within ten (10) days of the event. This fee is non-refundable.

## **21. Amplified Sound at Public Events**

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The issuance of a Special Event Permit shall include permission to have amplified sound provided the applicant completes the section of the Special Event Application pertaining to amplified sound at the time of applying, and includes the location of all designated locations where amplified sound will occur on the event site plan. Applicants receiving a Special Event Permit from CRPD Office of Special Events are exempt from applying for a Community Noise Permit. The CRPD Office of Special Events may restrict hours of amplification or limit placement of the source of any amplified sound within the event in an effort to minimize inconvenience to persons residing on properties adjoining the permitted event footprint.

A Sound mitigation plan is required for all amplified sound. This plan may include directions of speakers, anticipated noise volume, strategic placement of noise dampening structures, and protocol if there are noise complaints brought to the organizer's attention.

For the safety of moving event participants, amplified sound used solely for the purpose of delivering event announcements on a recurring or intermittent basis can be conducted at the start/finish area up to 90 minutes prior

to the beginning of any moving event. Continuous amplified sound (music, DJ, broadcasting and/or band performances) is permitted at the start/finish area of any moving event, up to 60 minutes prior to the start of the event. No amplified sound may occur after 11:00pm. Amplified sound along the course must be shown on the course map.

### **Music License**

The Columbus Recreation and Parks Department maintains music licenses covering all event musical performances hosted at city owned venues provided the event does not gross over \$25,000 in revenue. Events exceeding this level are responsible for necessary licensing and accept complete responsibility for failure to secure appropriate licenses from all performing rights organizations (e.g. BMI, ASCAP, SESAC, etc.).

### **Movie License**

It is the applicant's responsibility to comply with all federal, state and local licensing requirements when hosting an event within a public park. In order to show an outdoor movie to a viewing audience on public property it is necessary to secure public performance rights for the movie to be shown. 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). Failing to pay licensing fees is considered infringement and carries significant penalties.

## **22. Alcohol**

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Ohio's liquor control laws contain special provisions designated to allow non-profit organizations to obtain temporary liquor permits to sell or serve alcoholic beverages at special events. The most widely utilized are the "F" (beer only) and "F-2" (beer and any intoxicating liquor) permits. Temporary liquor permits cannot be issued to for-profit entities. A permit is required if a qualified organization intends to provide beer, or liquor (wine, mixed beverages or spirituous liquor) either for sale by the drink or through the use of an entrance fee or cover charge. The Special Event permit does not permit expansions of business liquor licenses for events.

To obtain a liquor permit, a temporary liquor application must be completed with the State of Ohio. This will require a Temporary Permit Tenancy Form (Park/Street), a Temporary Permit Street Acknowledgement Form (Street) and a Temporary Permit Chief Peace Officer Notification Form. The Tenancy form and Street Closure Acknowledgement form(s) will be reviewed and approved by CRPD Office of Special Events. The Peace Officer form will be reviewed and approved by Columbus Police Special Events. The Office of Special Events will not approve the Tenancy or Street Acknowledgment forms until the street closure requirements have been met. Once the Office of Special Events and Columbus Police Special Events have reviewed and signed the forms, they will be uploaded into the Alcohol section of the Special Event application. At this time the temporary liquor application can be submitted to the State of Ohio for approval.

### **Sale/Consumption at a Downtown District Park or Designated Park**

Per City Code the Director of Columbus Recreation and Parks Department is authorized to grant permission to a non-profit organization to conduct an event with alcohol in a [Downtown District Park](#) or other designated location provided the organization possesses a permit for use of the park. The applicant must meet the requirements of the [Ohio Division of Liquor Control](#) and complete the online Special Events Application at least **60 days prior** to the requested event date. Other designated locations may require a letter of support from the Residents Association, Homeowners Association, Civic Association, Area Commission or Friends of the Park organization serving the event area.

### **Conditions once approved for temporary alcohol license**

The event coordinator must post "no alcohol beyond this point/no carry-in alcohol" signage at all entrances/exits to the event venue and hire Special Duty Police Officers to be on-site 30 minutes prior to the scheduled start time of the event until the completion of the event. If alcohol is served on ice, or will include garnish items, a [Temporary Food License](#) is required.

The purchase of all alcohol products must be through a licensed beverage distributor or caterer. Alcohol sales in Downtown District Parks or designated parks must end by 11:00pm without permission from the Director of Recreation and Parks. Alcohol sales on city streets must end by 12:00am without acknowledgment from the Columbus City Council. The City requires passage of a Council Ordinance when alcoholic beverages are to be



sold/consumed at events held on public streets beyond 12:00am. The State of Ohio prohibits sales beyond 1:00am. Glass containers are prohibited.

### **Consumption in an Enclosed Park Shelter House**

Serving alcohol in an enclosed park shelter house is authorized when an applicant reserves a facility and contracts with a Columbus Recreation and Parks Department approved beverage contractor for the service of beverage concierge (professional bartender). Alcohol may not be sold and no money or tickets may be exchanged. View the alcohol use policy and approved beverage contractor list on the Columbus Recreation and Parks Rental Services [General Information](#) page.

## **23. Designated Outdoor Refreshment Area (DORA)**

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A “DORA” is a Designated Outdoor Refreshment Area and is defined by specific boundaries and hours of operation. Adults 21 & older are able to possess and consume alcohol within DORA boundaries with certain restrictions. There are currently only two (2) active DORA’s authorized within the City of Columbus. Please review the DORA activation schedules, area boundaries and additional information on the [Arena District DORA](#) and [Center City DORA](#) websites.

Special Events can engage with a DORA in three ways if the event footprint is included inside of a DORA.

1. Events can choose not to participate in the DORA by not allowing DORA beverages inside of the event. Events not participating in the DORA may still be permitted to sell alcohol but must have “No Alcohol Beyond This Point” signage at all exits of event and “No DORA Beverages Allowed” signage at all entrances. In this instance, select “no” on the application.
2. Events can choose to participate in the DORA footprint and not sell alcohol. Please select “yes” on the application and then note your intent to participate and not sell.
3. Events can choose to participate in the DORA footprint and sell DORA beverages. Please select “yes” on the application and complete the DORA section as indicated.

For all DORA participants, CRPD will review and coordinate discussion with applicants, appropriate DORA administrator, and Columbus Police. If the applicant is participating in DORA and selling DORA beverages, they must successfully supply the following items:

- Certificate of Insurance naming the City of Columbus as additional insured with liquor liability coverage.
- A DORA cleanup plan.
- A DORA security plan.

All DORA boundaries are clearly marked with permanent signage. The boundaries cannot be enlarged or decreased. Official DORA cups/stickers are required. Cups must be emptied and disposed of before entering another restaurant location or venue, or when exiting DORA boundaries. Cups/stickers may only be purchased from AD DORA LLC (614/857-2336) or Downtown Columbus, Inc. (614/545-7000).

## **24. Food Operations**

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### **Food Licensing Requirements**

Columbus Public Health requires anyone selling food for a charge or required donation to have a food license. If you do not have a food license, please complete a [Temporary Food Service License](#) application and submit it to Columbus Public Health at least five (5) business days prior to the event. Applications will not be accepted on holidays, weekends or the week of an event. Late applications are not accepted and will be denied- there are no exceptions. There are several licenses that may be obtained for food vending.

- [Temporary Food Service Licenses](#)- A short-term license allowing food to be prepared and served to customers from one location during an event- additional licenses are required for separate locations. All food must be made on site or in a licensed kitchen. Food cannot be made at home. A license is required for:

- Alcoholic beverages served on ice;
- Beverages served with a garnishment, such as a lime slice.
- [Mobile Licenses](#)- A mobile food service license allows vendors to prepare and serve food anywhere in Ohio throughout the year. Please contact the health district where your business headquarters is located. If your business headquarters is outside of Ohio, please apply to Columbus Public Health 30 days before the event begins. If this deadline is missed, please apply for the Temporary Food Service License five days prior to the event.
- Catering Licenses- When a catering food service operation provides prepared food for serving at an event, the caterer must have a food service license and a catering endorsement. Charging individual customers for their meal requests is not allowed with this license.
- What can be sold without a Food License- Non-hazardous pre-packaged foods such as bottled drinks and chips, free food giveaways and non-specified donations do not require a Temporary Food License. [Cottage foods](#) may also be sold without a license.

Columbus Fire has many requirements for outdoor assembly events. Please review the [CFD Info-Outdoor Assembly Guidelines](#) document for cooking, mobile food vending and other Outdoor Event requirements.

Mobile Food Vendors (Food Trucks, Food Trailers and Food Carts) that have not obtained a valid City of Columbus Mobile Food Vending license must meet certain Columbus Fire inspection requirements to operate at a City Event. Any Mobile Food Vendor that has not obtained a valid City of Columbus Mobile Food Vending license that intends to operate at a city permitted event is considered a [VISITING MFV](#) and should review the [Division of Fire Mobile Food Vending](#) page. This includes MFV's that have been licensed previously but have an expired City of Columbus Mobile Food Vending license. Please share the [Division of Fire Mobile Food Vending](#) page to all Food Trucks, Food Trailers and Food Carts at your event. Any unlicensed vendors will not be able to participate in your event.

Applicants must supply a list of participating food vendors. The list should be uploaded to the Special Event Application in the corresponding section.

### **Food Safety at Events**

Columbus Public Health will conduct inspections at events. They will inspect for adequate hand washing facilities, proper hot and cold holding of food, a set-up to wash, rinse and sanitize dishes, as well as containers for wastewater, grease and ash. Inspectors also require each vendor to have food storage units that can maintain appropriate temperatures (please see Temporary Food Service Application guidelines for details).

CRPD does not permit any cooking in grass areas without appropriate ground cover protection mats/underlayment.

### **Food Security at Events**

Event coordinators and food vendors should be aware of the actions in and around all temporary food operations. To prevent food contamination Columbus Public Health makes the following recommendations for securing your event site:

- Restrict the access of non-employees to the food operation area;
- Monitor the arrival of deliveries and restrict the times deliveries can be made;
- Create barriers between temporary food operations and the public;
- Train, monitor and supervise employees/volunteers on security procedures;
- Lock food storage areas and make sure they are in areas that are well lit;
- Limit public access to event water supply and electrical connections.

### **Cooking Waste**

The event coordinator is responsible for assuring that grease, ash, used cooking oil, and wastewater generated at the event are collected and disposed of in accordance with Columbus Public Health and Department of Public Utilities regulations. Under no circumstances should grease, ash, or wastewater 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 City sewers, storm drains or waterways is illegal and can carry a fine of up to \$10,000 per day.

Wastewater containers may be obtained from portable restroom suppliers. We recommend grease, ash and wastewater containers be placed on tar paper, cardboard or a similar material to prevent additional clean-up costs due to damages/stains caused by accidental spills.

## **25. Tobacco Sales and Service**

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### **Tobacco Sales**

The City of Columbus requires a Tobacco Product Sales License for all retailers who sell tobacco products and paraphernalia in Columbus. Vendors are required to apply for a [Temporary Tobacco Product Sales License](#) to sell tobacco products at special events. The application and payment must be received at least five (5) FULL BUSINESS DAYS before the event. Applications will not be accepted on holidays, weekends, or the week of an event. There are no exceptions. Applications must be submitted to the Environmental Health Division at Columbus Public Health located at 240 Parsons Ave, Columbus, OH 43215. Checks are to be made payable to the Columbus City Treasurer.

The Temporary Tobacco Product Sales License is non-transferable, valid for no longer than 30 consecutive days, and is limited to use at a single event. Inspections will be conducted at least once during the event for all Temporary Retail Tobacco Licenses.

Ohio law prohibits tobacco sales, inclusive of all products and paraphernalia including hookah, e-cigarettes, pipes, rolling papers, vape liquids with or without nicotine, to anyone under the age of 21. The ban on flavored tobacco products is still in effect in Columbus. Ohio Revised Code 3780 prohibits the sale of marijuana any place other than approved dispensaries.

#### **The City will:**

- Require tobacco retailers to obtain and retain a Retail Tobacco Sales License, administered by Environmental Health at Columbus Public Health (CPH);
- Require ID for all tobacco and paraphernalia sales up to age 30;
- Require vendors display CPH approved signage stating prohibition of sales to those under age 21;
- Prohibit the sale of tobacco and paraphernalia through vending machines;
- Create the authority to develop and administer a civil process designed to increase compliance and enforce the terms of the Retail Tobacco Sales License;
- Retain police enforcement authority for criminal offenses related to tobacco sales.

## **26. Cannabis Use and Events**

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### **Cannabis Use**

Under state law, anyone who uses non-medical cannabis in public areas is guilty of a minor misdemeanor. Additionally, Ohio's law prohibiting smoking or vaping in public indoor spaces applies to marijuana too. Therefore, no marijuana use in any form is permitted at any CRPD events or on any CRPD property.

### **Cannabis Events**

Cannabis events, sponsors, and/or vendors will not be permitted on CRPD property. In addition, CRPD will follow all rules and regulations promulgated by the Ohio Department of Commerce's Division of Cannabis Control, including but not limited to advertising, use, distribution and sales.

## **27. Merchandise Vending Operations**

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### **Commercial Sales License**

The Department of Building and Zoning Services - License Section requires all vendors wishing to conduct food or merchandise sales to obtain a Commercial Sales License unless they are participating in a permitted event.

### **Charities**

Nonprofit organizations that are vending at an event in the City must have a valid Charitable Solicitation Permit

issued by the Department of Building and Zoning Services - License Section along with a State of Ohio Charitable License available at the Office of the Ohio Attorney General.

## **28. Tables/Chairs/Seating**

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The City does not loan or rent out tables, chairs or bleachers for events. There are multiple companies in the region where these items can be rented.

All tents with seating must have minimum aisle widths (44 inches) based upon accessibility, table and chair configuration and illuminated "exit" signs if occupied at dusk or night, and an exit points within 100 feet of each occupant. A site plan must be included for tents over 400 square feet with seating showing aisle width and exits. Please review [CIC#29](#) for more information.

## **29. Inflatables/Circus/Carnival/Games/Rides**

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### **Inflatable Amusements**

Inflatable amusements such as bounce houses, slides, etc. are not permitted unless the applicant obtains liability insurance naming the City of Columbus as an additional insured for \$1,000,000 as required by policy. Please see the City resource section on our website for a sample of the appropriate insurance form to be submitted.

The blower of any inflatable amusement must display a current year permit decal to be in compliance with the requirements of the Ohio Department of Agriculture (ODA).

Ohio Fire Code requires arches (inflatable, truss, etc.) to be at a minimum 20 feet wide by 13.6 feet high for clearance of emergency services vehicles.

### **Circus/Carnival and Games**

Any person that operates any circus, menagerie, carnival, or free show in the City must obtain a license from the Department of Building and Zoning Services – License Section. Dunk tanks are prohibited in City of Columbus parks.

### **Mechanical Amusement Rides**

Mechanical amusement rides that do not comply with all applicable laws and regulations are not allowed to operate on any City property used in conjunction with an event. An amusement ride includes, but is not limited to, devices commonly known as Ferris wheels, carousels, parachute towers or bungee jumping devices. Mechanical amusement rides may require inspection from ODA.

## **30. Animals**

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### **Petting Zoos**

The operation of petting zoos in the City requires licensure from the United States Department of Agriculture or [Columbus Public Health](#) and inspections performed by the Columbus Public Health Department. Vendors need to obtain a permit from Columbus Public Health by completing an [application](#) a minimum of two (2) weeks prior to the event. It is helpful if the event organizers advise vendors of the need for animal permits.

Petting zoos that do not comply with all applicable laws and regulations are not allowed to operate on any City property used in conjunction with an event. Petting zoos must adhere to all federal and state regulations regarding the importing of animals into the United States and Ohio. Operators of petting zoos must provide hand-washing stations with water, soap and disposable towels. Operators must also post signs stating that visitors are not permitted to feed the animals.

### **Farm Animals and Livestock**

Any person bringing farm animals into the City must contact the Public Health Veterinarian's office two (2) weeks in advance of the event to determine if a permit is required.



## **Exotic or Wild Animals**

Anyone that operates any circus, menagerie, carnival, or free show within the City, whether under a canvas tent or otherwise, must obtain a license from the Department of Building and Zoning Services – License Section as required in Columbus City Code 563.01.

## **31. Vehicles**

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### **Requirements for Public Assembly Events**

The Division of Fire requires that keys belonging to all approved display vehicles in a public assembly tent or in a public assembly temporary structure be housed on site for emergency purposes. The City Fire Code requires vehicles displayed in assembly buildings have the battery disconnected, gas caps taped, and less than ¼ tank or five (5) gallons of fuel whichever is less and keys MUST be on site. (Columbus City Code 25202.0552)

## **32. Fencing**

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Temporary fencing is a critical component to an event safety plan. Temporary fencing helps with crowd control whether it is used to set apart VIP areas, keep restrooms more secluded, protect stages from excited fans or meet legal requirements for serving alcohol. Before renting temporary fencing, determine what purpose the fence will serve in different areas of the venue. The most common types of temporary fencing are:

- Fence panels which resemble chain link fence and are typically made from durable steel in 10 ft. and 12 ft. widths. They come in various heights and must be weighted or anchored appropriately for the location.
- Metal Fencing is lighter weight and shorter than fence panels. They are sometimes called “bike fence” because they can also be used as temporary bike racks.
- Plastic fence is a strong plastic mesh that can be used as a lightweight alternative for easy set-up.

### **Crowd Control Devices**

Fencing and other crowd control devices are the responsibility of the event coordinator. Specific requirements are applicable during fireworks displays. Consult with the Division of Police - Special Events Office and the Division of Fire - Public Assembly Inspections Office prior to planning for installation of any crowd control devices. A Temporary Operational–Outdoor Assembly Fire Permit is required for any outdoor event that confines/restricts movement of 100 or more attendees by permanent or temporary installation of barricades, bleachers, stages, fencing (including bike rack and/or natural barriers) or other temporary structures. When temporary fencing is to be erected in a public park the CRPD Office of Special Events must be contacted for approval. A Building and Zoning Services (BZS) [Temporary Structure Permit](#) may be required when a temporary fence exceeds seven (7) feet in height..

## **33. Signage**

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Light poles are not designed for the wind resistance that is created by affixing banners and signs to them. Banners and signage may not be posted on, or attached to, any structures, trees or facilities located on public property without permission from the City. City departments will not assist with the placement of event signage.

## **34. Fireworks/Pyrotechnics/Flame Effect**

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Permission to incorporate fireworks, pyrotechnics, or flame effects into an event is contingent upon meeting the requirements set forth by the Division of Fire. A flame effect is the combustion of flammable solids, liquids or gases to produce thermal, physical, visual or audible phenomena before an audience. Applicants must submit a completed [Firework, Pyrotechnics and Flame Effects Exhibition Permit](#) application and a detailed exhibition plan. An Ohio Licensed Flame Effects Exhibitor must apply for the permit. For more information contact the Columbus Division of Fire – Public Assembly Inspections Office.

## **35. Drones**

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Anyone planning to fly a drone at an event is required to follow all Federal Aviation Administration (FAA) requirements and may be asked to provide their FAA license as proof that they are a certified drone operator. Flight plans for drone operations should be provided in the application and should include launch/landing times and sites, and flight path(s).

Drones are not to be flown over crowds of people unless they are compliant with all FAA Operations Over People regulations.

## **36. Security Plan**

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The applicant is responsible for providing all special event security needs. The Columbus Police Special Events Office will review applications and has the final authority to require Police, private security and/or other security staff. Columbus Police will determine the number of officers and/or security staff based upon the information provided in the special event application. All events held on public property with alcohol must hire special-duty Columbus Police.

Applicants must provide details of hired private security that will be on site. Any private security company must be licensed, bonded and insured in the State of Ohio. All on site security staff must wear matching security uniforms to be easily identifiable by Columbus Police. When Columbus Police are hired as event security, private security staff are not permitted to be armed. Private security may only be armed if they are the sole security provider for the event. Armed private security must be disclosed in the special event application.

As part of your special event security plan, Columbus Police may allow the event organizer to use volunteers in specific predetermined locations and capacities that do not require licensed private security. Should the volunteer services fail to be provided and/or prove inadequate, Columbus Police maintains the right to shut down any or all components of the event and/or to provide additional department staff that will be billed directly to the event organizer.

## **37. Medical Plan**

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### **Columbus Fire/EMS First Aid Services: EMS, Fire Prevention, Hazmat, Assessment**

Columbus Division of Fire (CFD) determines the scope and need for First Aid/Emergency Medical Services (EMS) coverage for events held within the boundaries of the City of Columbus. Approval of an event's EMS Plan is required for all events. If CFD is hired to manage on site EMS and an expansion of EMS services is needed to cover an event then it will come from the Division of Fire – Special Events Office.

The Division of Fire (CFD) will make the determination based on a number of planning variables including:

- Type of event;
- Estimated attendance;
- Availability of alcohol beverages;
- Event location (including maps);
- Weather conditions;
- Time of day event being held;
- Communications needs (Incident Command System/National Incident Management System) interoperability;
- Street closures;
- History of event.

When contracting with the Columbus Division of Fire – Advance Life Support (ALS) is the only level of EMS coverage. The crew can consist of 2 or 3 person teams. Mass gatherings (over 5,000 in attendance) and/or extreme event conditions will determine the size of the team, at the discretion of the CFD Special Events Supervisor.

When two or more EMS teams are employed, a Lieutenant or Captain will be required for span-of-control management. When four or more units are employed an Event Dispatcher and Supervisor/Incident Commander will

be employed for operational and interoperability needs. These ensure lines of communication between the event team and CPD or event security. High profile events that are nationally/internationally televised will require CFD Personnel/Paramedic staffing to be hired by the event.

### **38. Emergency Plan**

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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.

#### **Event Safety Plan**

City Departments will require each event to submit event safety plan information in the application before approving any permit requests. Additional plans may be shared and/or required. Applicants should consider the following:

- Identification of 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 40mph;
- Methods for dealing with suspicious packages;
- Training for use of fire extinguishers;
- Access to real-time local weather forecast and emergency weather plan;
- Plans for a back-up public address system for announcements (generator or megaphones);
- Plans for securing cash control areas and 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 message will be able to calmly and accurately express helpful information to event participants. Prepared announcements should be made ready for suspension, cancellation or evacuation instructions. Preplanned announcements should be reviewed with all staff, volunteers or anyone expected to communicate the message.

#### **Temporary Operational Fire Permits**

Temporary Operational Fire Permits and site inspections are required by the Division of Fire for any one of the following:

- Outdoor event that takes place in a City park, requires a street closure or impacts the public right-of-way. Applicants will begin the permit process by completing the Special Event Application;
- Outdoor events having a projected attendance of 100 or more persons at any one time;
- Outdoor events that restrict movement of 50 or more attendees by permanent or temporary installation of barricades, bleachers, stages, fencing (including bike rack and/or natural barriers) or other temporary structures. Outdoor events that are on private property and do not impact the public right-of-way should contact Columbus Division of Fire and Building and Zoning Services Department directly.
- Outdoor events that are on private property and do not impact the public right-of-way and have tents, membranes, stage canopies or other temporary structures over 400 square feet;
- Tents with side walls in groups larger than 400 square feet without a break or without side walls in groups larger than 700 square feet without 12-foot fire breaks;
- Cooking vendors (cooking on site and selling food – including mobile food vending units);
- Event has on-site cooking operations or the presence of more than 60 pounds of LPF (propane);
- Any activity deemed to be potentially hazardous by the Division of Fire.

During the application review process the Division of Fire – Public Assembly Inspections Office will assess site plans, safety plans, floor plans for gathering areas, and flame resistance certificates for tents and membrane structures.

Inspections will be conducted for all cooking, heating and/or electrical equipment, appliances, tents/membrane structures and stages prior to the opening of the event. Event inspections occurring after 4:00pm on weekdays, on holidays, or on weekends, are subject to the after-hours fire inspection fee. After-hours inspection fees may also apply to events where final inspections are unnecessarily delayed.

## **39. Restrooms**

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Restroom access is required for all events. The applicant is responsible for arranging adequate restroom facilities available for all event patrons. Portable restroom providers can assist applicants with determining the quantity that will be needed to meet the needs of the projected 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 should plan accordingly for ADA accessibility to portable restrooms. Restroom accessibility for persons with disabilities must be incorporated into the event plan and location of these facilities must have unobstructed access. ADA requires that at least five percent of a single user portable toilet cluster at a single location be wheelchair-accessible (this equates to roughly one wheelchair-accessible unit for every twenty regular restrooms for public events).

Park restrooms may be requested for use during events. Certain restroom facilities are available in parks seasonally. Park restrooms may not be available for larger events based on the limited amount of people they can accommodate. CRPD staff determines park restroom availability for events.

## **40. Waste Management**

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### **Trash**

The applicant is responsible for obtaining adequate waste containers for the event, as well as providing all labor and materials necessary to maintain a clean and orderly event site during and after the event. Event coordinators are responsible for removing all waste from the site at the conclusion of the event. It is recommended that there be one gallon per day for each person in attendance at an event. For reference, a 96-gallon container is equivalent to ½ cubic yard. Installation and removal of trash containers must occur during set-up and tear-down of the event.

All permanent park or sidewalk trash receptacles must be emptied and replaced with new can liners. Applicants may haul trash away to an offsite location, use park dumpsters (when available) or rent temporary dumpster(s). For any event in which a dumpster or roll-off will be left overnight, containers should be watertight, properly covered and secured. These preventative measures are to prevent leachate (environmentally harmful liquids from contaminating the ground water). Removal of all event related trash from the area used must include ground litter, food waste and debris. All event signage, related supplies and equipment must be removed, and hard surfaces must be clean of stains from spills. Charcoal must be removed properly via a metal container with the capacity to hold hot ash. Under no circumstances should grease, ash, or wastewater be dumped anywhere on City property. Discharging waste into City sewers, storm drains or waterways is illegal and can carry a fine of up to \$10,000 per day.

Any set-up or event component using a lane or sidewalk outside of the permitted times and/or boundaries of a street closure requires the 906 Right-of-Way Occupancy Permit. The 906 Occupancy Permit can be found at [Columbus Public Service](http://columbus.gov/Public-Service).

For events where parking is not contained on-site, event coordinators should adopt the good-neighbor practice of surveying areas outside of the immediate area of use to make sure that event related trash and debris has not been discarded by patrons as they depart from the event.

If you would like to coordinate with the City of Columbus Division of Refuse Collection, please refer to [columbus.gov/Services/Trash-Recycling-Bulk-Collection](http://columbus.gov/Services/Trash-Recycling-Bulk-Collection).

## **Recycling, Food Waste and Refuse Collection**

The applicant is not currently required to recycle or collect food waste from events however multiple resources exist to help you do so.

Columbus is home to hundreds of events each year and our community is placing greater importance on waste diversion methods including recycling. Much of the waste that is generated at an event is recyclable in our community's program. Offering recycling at your event will save you money, enhance the reputation of your event and reduce the environmental impact of your event.

If you don't currently have recycling containers, please contact SWACO to inquire about the Event Container Loan Program.

1 million pounds of food go to the landfill every day. Donate leftovers or divert your food scraps to make compost instead. Connect with organizations like the Mid-Ohio Foodbank, Food Rescue US, or Leftover Cuisine to have your donatable leftovers picked up and brought to someone in need. Contract to have food scraps and leftovers from your event picked up. Get in touch with organics hauler such as The Compost Exchange or GoZERO Services. For more information on event waste reduction best practices, please see information from SWACO.

## **Best Stormwater Management Practices**

During a rainfall event, water flows from the event site via storm drains and directly into the rivers without any treatment. The rainwater will pick up pollutants such as trash, oil, or anything else left behind from your vendors and guests of your event. As a participant, your organization can be proactive and prevent any stormwater violations. The cost to clean up pollutants once they are in the storm line or waters of the State can be several thousand dollars. To help you comply with the federal, state, and local storm water regulations, we have outlined some best management practices for you and your vendors to follow. It is your responsibility to inform all vendors and participants at your event of proper storm water management practices.

The objective in stormwater protection is that only rain goes down the drain. Best management practices are specific steps that are taken in order to prevent pollution from entering the storm sewer system at your event. All employees and vendors shall review these guidelines and make every possible effort to keep pollutants from entering the storm sewer system. For any questions on best management practices or needs for educational materials for vendors or guests please contact the City of Columbus Stormwater Section at **614-645-6311**. To report pollution in our rivers and streams or to report anything other than rain entering a storm drain, call the City of Columbus Stormwater Hotline at **614-645-STREAM (7873)** 24 hours a day.

### **Contracts and Leases**

- If you have contracts with vendors participating in your event or companies hired to help with cleanup, include language requiring them to be educated and responsible for proper stormwater management;
- Put this language in any contract into which you enter.

### **Waste Management and Disposal**

- Be sure adequate receptacles are provided for use by vendors and guests to prevent litter;
- All waste receptacles (dumpsters) must be sturdy, leak-tight, and equipped with lids or covers. Keep all outdoor receptacles closed unless adding or removing wastes;
- Do not wash out any receptacles outdoors unless wastewater is collected and disposed of properly;
- Be sure containers are emptied as needed to prevent overflow;
- It is also important they are emptied at the end of each day.

### **Portable Toilets**

- Be sure they are serviced frequently to prevent any overflows or leaks;
- Require your vendor to take the means necessary to prevent the portable toilets from being knocked or blown over;
- Do not place toilets next to or over a storm drain.

### **Grease Management**

- Have spill cleanup material on hand and clean up spills immediately;
- Protect the ground under and around your cooking area by using tar paper or cardboard;



- Properly dispose of all grease into approved wastewater management (Gray Water) containers;
- Provide disposal containers for your vendors to prevent having this wastewater discharged to the environment;
- Keep the disposal containers out of sight of the guests to prevent them from using the containers as trash cans.

#### **Pressure Washing and Outdoor Cleaning**

- Use dry cleanup methods to collect litter and absorb any liquid wastes prior to any pressure washing. These include using absorbents (e.g. “Oil-Dri,” kitty litter, rags, sand, etc.), sweeping, and scraping off dried debris;
- Prior to pressure washing, identify where all storm drains are located. Wash water must not be discharged onto paved surfaces or allowed to enter the storm drains;
- Determine where water will pool for collection;
- Use the following types of equipment to protect storm drains and to contain and collect wash water: vacuum pumps, booms/berms, portable containment areas, storm drain covers, inflatable sewer plug, oil/water separators, holding tanks, portable sump pumps, hoses, and absorbents. Using wet vacuums is also another acceptable method of collection;
- Once water is collected, dispose of it properly.

## **41. Parking**

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Parking availability needs to be considered to determine if the footprint 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. Preparing a safe and convenient parking plan should be a priority when planning an event. As you develop your parking plan, consider available handicap parking. On your application you will need to describe parking for:

- Attendees
- Vendors and/or sponsors
- Volunteers
- City staff/inspectors
- Rideshare drop-off/pick-up zones
- Shuttle/off-site parking

## **42. Event Site Plan**

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Detailed event site plans are required with your application submission. While event site plans are not required to be professionally drawn, they must be legible, to scale, or labeled with dimensions of each item. The plan must include a “site plan key” which 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 Special Event 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 other event components/food operations;
- A diagram showing any covered or fixed seating and/or table areas;
- Numbers, sizes and locations of tables and chairs;
- Locations of any of the following:
  - Fencing including type, height, gate size and locations, and location of exit;
  - All cooking operations and distances from other cooking operations;
  - Fire hydrants and site entry points for emergency vehicles;
  - **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.);
  - Stages and/or platforms;

- Amplified sound;
- Traffic barricades;
- Fire extinguishers and first aid locations;
- Dumpsters;
- Fuel stations and propane tanks;
- Generators and heaters;
- Portable restrooms;
- 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 your site plan you must consider the following:**

- Nothing can be placed within 3 feet of a fire hydrant;
- A continuous 20-foot fire lane must be maintained on all streets closed for the event;
- Tents must have a handicap accessible route;
- 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 7 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 20-foot fire break is required between permitted temporary structures and existing structures.

## **43. Insurance Requirements**

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The City requires each Special Event to carry comprehensive general liability insurance (CGL) naming the City of Columbus as an additional insured. The policy must provide a minimum of \$1,000,000 in CGL insurance for general aggregate liability losses, personal injury, property damage, product liability, and cover all operations of the event including but not limited to participants, contractors, subcontractors, vendors, exhibitors, staff, volunteers, etc. The coverage should be written on a “per occurrence” basis and should include event “**set-up**” and “**tear down**” dates. The insurance coverage must be written by a company licensed to do business in the State of Ohio. All events incorporating alcohol/liquor as a component of their event must have the additional liquor liability insurance as well as the CGL.

The applicant, not the insurance agent, must submit a copy of the ACORD [Certificate of Insurance](#) when completing the online Special Event Application. Organizations whose certificate of insurance will expire after the application deadline and prior to the event may submit a copy of their Certificate of Insurance at a later date. The Certificate of Insurance must be submitted in order to receive a permit. All insurance policies and subsequent renewals must be maintained in full force throughout the entire period of the event. It is understood that the City of Columbus is held free and harmless from any claims, actions, suits, proceedings, damages, costs and expenses arising out of the use and occupation of the public premises associated with a permitted activity.

The certificate holder address is City of Columbus, CRPD Office of Special Events, 1111 East Broad Street, Suite 103, Columbus, Ohio 43205.

**Coverage Levels:**

- Minimum of \$1,000,000 in CGL insurance for general aggregate liability losses, personal injury, property damage, product liability, and cover all operations of the event;
- Minimum Liquor Liability limits of \$1,000,000 in CGL insurance per occurrence;
- Minimum of \$2,000,000 in CGL insurance for general aggregate is required for fireworks per occurrence;
- Minimum of \$1,000,000 required for Special Event Permits with inflatable amusements;
- All insurance coverage provisions, and limits, may be revised by the City to reflect risk exposure.

## 44. Contacts

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### City Services

**CRPD - Office of Special Events:** Special Events, Park, Block Party and Film permitting.

1111 East Broad St., Suite 103, Columbus, OH 43205

614-645-3800

[specialevents@columbus.gov](mailto:specialevents@columbus.gov)

**CRPD - Rental Services Section:** Facility rentals in city parks, health & wellness licenses, wedding sites.

1111 East Broad St., Suite 103, Columbus, OH 43205

Stanley Bulejski: 614-645-3340

[parkrentals@columbus.gov](mailto:parkrentals@columbus.gov)

**CRPD - Sports Section:** Athletic fields and sports facility rentals.

1111 East Broad St., Suite 103, Columbus, OH 43205

614-645-3366

[CRPDSports@columbus.gov](mailto:CRPDSports@columbus.gov)

**Facilities Management Division:** Use of City Hall, Public Safety Building, and Michael B. Coleman Governmental Center.

90 West Broad Street, Columbus, OH 43215

Dwaine Thames: 614-645-7181

[DLThames@columbus.gov](mailto:DLThames@columbus.gov)

**Division of Police – Special Events:** Special Duty Officers, event security and street closure approvals.

120 Marconi Blvd., Columbus, OH 43215

614-645-4375

[specialevents@columbuspolice.org](mailto:specialevents@columbuspolice.org)

**Division of Police – Marine Park Unit:** Waterway activities.

2933 Riverside Dr., Columbus, OH 43221

Cory Kahoun: 614-852-6075

[CKahoun@columbuspolice.org](mailto:CKahoun@columbuspolice.org)

**Division of Fire - Special Events Office:** Emergency medical services for Special Events.

4252 Groves Rd., Columbus, OH 43232

Lieutenant Jason McKnight: 614-515-8619

[jnmcknight@columbus.gov](mailto:jnmcknight@columbus.gov)

**Division of Fire – Public Assembly Inspections Office:** Public assembly, event inspections and fireworks.

3639 Parsons Ave., Columbus, OH 43207

614-645-7641

[CFDEvents@columbus.gov](mailto:CFDEvents@columbus.gov)

**Building and Zoning Services:** Temporary structure permits and inspections, electric permits and inspections.

111 N Front St., Columbus, Ohio 43215

614-645-7433

[intake-supervisors@columbus.gov](mailto:intake-supervisors@columbus.gov)

**Division of Traffic Management:** Traffic planning, street closures, street closure device requirements.

1881 E. 25th Ave., Columbus, OH 43219

Mark Dipiero: 614-645-5845

[mwdipiero@columbus.gov](mailto:mwdipiero@columbus.gov)

**Right-of-Way Permits Office:** Occupancy permits and fee collection for division services.

111 N Front St, 1st Floor, Columbus, OH 43215

Jarrod Elfrink: 614-645-5997

[ColsPermits@columbus.gov](mailto:ColsPermits@columbus.gov)

**Division of Parking Services:** Paid parking locations.  
2700 Impound Lot Road, Columbus, OH 43207  
Mark Springer: 614-645-4070  
[MSpringer@columbus.gov](mailto:MSpringer@columbus.gov)

**Street Maintenance Operations:** Street cleaning, litter control, post event clean-up, street maintenance.  
1881 East 25th Avenue, Columbus, OH 43219  
Daniel Stewart: 614-645-7982  
[DMStewart@columbus.gov](mailto:DMStewart@columbus.gov)

**License Section:** Mobile Food Vending licenses, commercial sales licenses, community market licenses and charitable solicitation licenses.

4252 Groves Road, Columbus, OH 43232  
Glenn Rutter: 614-645-6854  
[GERutter@columbus.gov](mailto:GERutter@columbus.gov)

Ben Lee: 614-645-7471  
[BELee@columbus.gov](mailto:BELee@columbus.gov)

**Columbus Public Health:** Food service operations, temporary food licensing, vendor inspections, animals/ petting zoos.

240 Parsons Ave., Room N106A, Columbus, OH 43215

**Business and Licensing Program:** 614-645-7005  
[EH@columbus.gov](mailto:EH@columbus.gov)

**Tobacco Prevention and Control:** 614-645-5316

**Public Health Veterinarian:** 614-645-6748  
Aaron K. Messer, DVM, REHS, MPH: 614-645-6748  
[Amesser@columbus.gov](mailto:Amesser@columbus.gov)

**Division of Refuse Collection:** Refuse collection/removal, litter control, recycling and post event clean-up.

2100 Alum Creek Drive, Columbus, OH 43207  
Dorothy Tubaugh: 614-645-5747  
[detubaugh@columbus.gov](mailto:detubaugh@columbus.gov)

**Division of Power:** Access to municipal electric equipment and service.

3500 Indianola Ave., Columbus, OH 43214  
Don Gnaedinger: 614-645-2409  
[ddgnaedinger@columbus.gov](mailto:ddgnaedinger@columbus.gov)

**Division of Water:** Temporary water line installation, fire hydrant permits, back flow prevention devices.

910 Dublin Road, Columbus, OH 43215  
Special Event Fire Hydrant Applications  
[UtilityPermits@columbus.gov](mailto:UtilityPermits@columbus.gov)

Lewis J. Flemister: 614-645-7028  
[Water\\_Festivals@columbus.gov](mailto:Water_Festivals@columbus.gov)

Emergency Line During Event(s): 614-645-7788 OPT 5

**Division of Water Reclamation, Stormwater Regulatory and Management:** Proper disposal of grease and gray water during events and education about storm water.

1250 Fairwood Ave., Columbus, OH 43206  
24 Hour Spill/Dumping Hotline: 614-645-STREAM (7873)  
Bob Lamb: 614-645-0363  
[bflamb@columbus.gov](mailto:bflamb@columbus.gov)

Ariel Pinson: 614-645-0362  
[aepinson@columbus.gov](mailto:aepinson@columbus.gov)

## **Non-City Services**

**Paul Peterson Company:** Traffic Control Devices  
950 Dublin Rd. Columbus, OH 43215  
614-486-4375

**H5 Traffic Safety LLC:** Traffic Control Devices  
419 Morman Rd.  
Hamilton, Ohio 45013  
513-405-8098

**Safety Service Products Inc.:** Traffic Control Devices  
724 Hudson Street, Columbus, OH 43211  
614-263-8888

**Road Safe Traffic Systems:** Traffic Control Devices  
1350 Stimmel Road, Columbus, OH 43223  
614-274-9782

**Ohio Department of Commerce Division of Liquor Control:** Temporary liquor permits for events.  
6066 Tussing Road, Reynoldsburg, OH 43068-9005  
614-644-2360  
[web.liqr@com.state.oh.us](mailto:web.liqr@com.state.oh.us)

**Arena District Designated Outdoor Refreshment Area (DORA):** Coordinate DORA cups purchase.  
375 N. Front Street, Suite 200, Columbus, OH 43215  
614-857-2330  
[info@arenadistrict.com](mailto:info@arenadistrict.com)

**Downtown Columbus Inc. (DORA):** Coordinate DORA cups purchase.  
150 S. Front Street, Suite 210, Columbus, OH 43215  
Madison Cole: 614-545-4700  
[mcole@downtowncolumbus.com](mailto:mcole@downtowncolumbus.com)

**University Area Commission (UAC):** Contact to obtain signature on petition page for a block party or street closure within the UAC district.  
2231 North High Street, Suite 100, Columbus, OH 43201  
614-441-8174  
[commissioners@universityarea.org](mailto:commissioners@universityarea.org)

**Columbus Commons:** Management of 6-acre downtown green space, and performance stage.  
160 South High Street, Columbus, Ohio 43215  
Ashley Myers: 614-461-4454  
[amyers@downtowncolumbus.com](mailto:amyers@downtowncolumbus.com)



**COSI**: Contact for use of COSI English Plaza, and Street Closure Petition signature for Washington Blvd.  
333 W Broad Street, Columbus, OH 43215  
614-228-2674  
Jacob Essak: 614-629-3128  
[JEssak@cosi.org](mailto:JEssak@cosi.org)

**Franklin County Metro Parks**: Contact for use of a metro park for events.  
1775 Darby Creek Drive, Columbus, OH 43119  
614-891-0700  
Jen Boniface: 614-508-8008  
[BONIFACE@metroparks.net](mailto:BONIFACE@metroparks.net)

**Statehouse/Capitol Square**: Permits for use of the Statehouse & Capitol Square.  
1 Capitol Square, Columbus, Ohio 43215-4210  
Laura Battocclitti  
[specialevents@ohiostatehouse.org](mailto:specialevents@ohiostatehouse.org)

**Central Ohio Transit Authority (COTA)**: Contact in regard to bus routes and street closures.  
33 N. High Street, Columbus, OH 43215  
614-275-5800/Cell: 614-599-997

Ronnie Tyler, Transportation Services Supervisor  
[tylerri@cota.com](mailto:tylerri@cota.com)

Ken Evans, Superintendent of Transportation  
[evanske@cota.com](mailto:evanske@cota.com)

Charles Edwards, Director of Transportation  
[edwardscl@cota.com](mailto:edwardscl@cota.com)

**Federal Aviation Administration**: Drone regulations/flight plan restrictions  
2780 Airport Dr. Suite 300, Columbus Ohio 43219  
614-255-3120  
John Welsh: 614-255-3151  
[John.welsh@faa.gov](mailto:John.welsh@faa.gov)

## **45. Definitions**

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### **Accessibility**

Making things accessible to all people whether they have a disability or not.

### **ACORD**

ACORD, the Association for Cooperative Operations Research and Development, is a non-profit organization that provides the global insurance industry with data standards and implementation solutions. ACORD is widely known across the industry for the publication and maintenance of an extensive archive of standardized forms.

### **ADA**

Americans with Disabilities Act prohibits discrimination against people with disabilities.

### **Admission Based**

The fee charged for admission to enter an event.

### **Advanced Life Support (ALS)**

A medical asset staffed by a least one Paramedic and one EMT or two Paramedics, to provide a higher level of triage, medical stabilization, or medical care and transport to a hospital.

### **Amplified Sound**

The use of any machine or device required for the amplification of the human voice, music or any other sound. This shall not include vehicle radios, personal music devices, display screens and/or warning devices used by City departments.

### **Applicant**

The individual and/or organization seeking the necessary permits for planning an event. The applicant collectively refers to the Host Organization, Permit Holder, event organizer, and all others involved with applying for event permits.

### **ASCAP**

The American Society of Composers, Authors, and Publishers is an American non-profit performance-rights organization that protects its members' musical copyrights by monitoring public performances of their music, whether via a broadcast or live performance, and compensating them accordingly.

### **Ballast**

Ballast is a heavy substance (such as sand, concrete or water) placed in such a way as to improve stability for anchoring a temporary structure during high winds, heavy rains and snow storms.

### **BMI**

Broadcast Music, Inc. is one of four United States performing rights organizations that collects license fees on behalf of songwriters, composers, and music publishers and distributes them as royalties to those members whose works have been performed.

### **Buoy**

An anchored float serving as a navigation mark, to show hazards or for mooring a vessel.

### **Catering Food Service Operation**

When food is prepared for an event where there is a fee to attend and the fee is based on a per-function or per-event basis.

### **Certificate of Insurance**

A Certificate of Insurance (COI) is the standard insurance industry form known as the ACORD 25 Certificate of Liability Insurance that is obtained from the insurance carrier.

### **Charitable Organization**

A charitable organization or charity is a non-profit organization whose primary objectives are philanthropy and social well-being. Charitable organizations may not use any of their funds to profit individual persons or entities.

**City**

Means the City of Columbus, as a political subdivision of the State of Ohio.

**Commercial**

The ordinary activities of trade and commerce where the profit motive is the primary purpose.

**Commercial Zone**

A geographic area that has a combination of public right-of-way access, vehicular traffic patterns, pedestrian density, and mobility options, such that reasonable access for mobile food vending does not constitute an unreasonable threat to public health and safety.

**Community Market**

Any organized gathering of persons to primarily sell or offer for sale on a temporary basis upon public property any handmade merchandise, fruits, meats, vegetables, garden produce and/or food for human consumption. Additionally, merchandise, goods, wares, food or drink for human consumption, services or other commodities may also be sold.

**Cooking Waste**

Grease, ash, used cooking oil, and wastewater generated from a food vending operation.

**Course**

The route defined by the City for conducting organized moving events and often includes streets, bridges and trails.

**Course Marshal**

An individual on a moving event course that provides direction to participants.

**Crowd Control Device**

Any device that restricts pedestrians from entering an unauthorized or dangerous area. Most barricade ends lock together to create a safe and secure barrier as long as needed.

**Cycling Event**

A cycling moving event for non-motorized bicycles.

**Demonstration**

A gathering of people on public right-of-way or parkland for a public meeting, assembly, speech, protest, rally, or vigil involving the expressions of ideas, opinions, dissent or grievances.

**Downtown**

The Downtown Columbus Business District within the boundaries of I-670, I-71, I-70 and State Route 315.

**DORA**

Per the section 4301.82 of the Ohio Revised Code, a Designated Outdoor Refreshment Area or "DORA" is nothing more than a specified area of land that a local legislative authority has designated as exempt from certain open container provisions as defined within the legislative act that created the DORA.

**Estimated Attendance**

The attendance at a permitted activity as estimated by the event coordinator on an application. Expected total attendance includes all event staff, vendors, spectators, participants, and attendees.

**Event Coordinator**

The individual and/or organization responsible for the execution of the event. The Event Coordinator collectively refers to the Host Organization, Permit Holder, Onsite Coordinator, and all others involved with organizing the event.

**Event Safety Manager**

Event Safety Manager acts as an extension of event management to ensure the safety of participants in case of inclement weather, natural disaster or other emergencies.

**Event Safety Plan**

Plans designed to ensure the health and safety of participants and staff during an event.

**Event Site Plan**

The event site plan depicts the physical layout of an event site. It should include dimensions or be to scale, legible, and visually show all of the elements of the event.

**Exceptional Activity**

An activity within a City of Columbus park, street, trail or waterway deemed a unique and/or rare artistic, educational, historical or recreational circumstance. Exceptional Activity classification will be determined by City staff.

**Federal Identification (ID) Number**

The Federal Employer Identification Number or the Federal Tax Identification Number is a unique nine-digit number assigned by the Internal Revenue Service to business entities, which includes non-profit organizations, operating in the United States.

**Fire Lane**

A fire lane is a traffic lane in which parking is not permitted in order to allow access for emergency vehicles. Fire lanes are twenty (20) feet wide, and must be a minimum of ten feet (10) feet away from buildings and structures.

**Fire Watch**

A temporary measure, intended to ensure consistent and systematic surveillance of a premises for the purpose of identifying and controlling fire hazards.

**First-Aid**

Emergency aid or treatment given to someone injured or suddenly ill before regular medical services arrive or can be reached.

**Fundraise**

The intent of an event or activity to seek financial support from participants.

**General Contractor**

A person registered by or with the Columbus Building & Zoning Services to assemble all types of temporary commercial structures.

**Gray Water**

Wastewater generated from a sink of a mobile food concession unit at an event that by law cannot be dumped in a storm drain.

**Hazmat**

An abbreviation for “hazardous materials”—substances in quantities or forms that may pose a reasonable risk to health, property, or the environment.

**Host Organization**

The organization or individual that creates the vision of what the event will be, including the budget and the scope of the event. The host organization is the organization or individual legally responsible for all fees, requirements, violations and damage to public property that result from the actions of volunteers, staff, participants or event subcontractors during the hours of permitted use.

**Inflatable Amusements**

An amusement device, used to bounce or otherwise play on, that incorporates a mechanical system and employs a high-strength fabric that achieves strength, shape, and stability by tensioning from internal air pressure.

**Late Fee**

An additional processing fee required for all event applications submitted after the submission deadline.

**Licensed Electrician**

Electricians are licensed by the State of Ohio and the City of Columbus.

**Mechanical Amusement Ride**

A mechanical amusement ride means any vehicle, boat, bungee jumping device, or other mechanical device moving upon or within a structure, along cables or rails, through the air by centrifugal force or otherwise, or across water, that is used to convey one or more individuals for amusement, entertainment, diversion, or recreation.

**Mobile Food Service License**

Official permission to prepare or serve food from a movable vehicle, portable structure or watercraft that routinely changes location. The license can be obtained through any local or county health district.

**Mobile Food Vendor**

Any owner, owning, controlling, operating or managing any mobile food vending unit.

**Moving Event**

An organized activity where participants follow a predetermined course upon any street, public thoroughfare, and/or shared use path which is approved for use by the City. Moving events include timed or competitive races, fundraising runs and walks, non-motorized vehicle rides, parades, or processions. A moving event shall not include regular vehicular traffic or a funeral procession.

**Music License**

Music licensing is intended to ensure that the owners of copyrights on musical works are compensated for certain uses of their work. A purchaser has limited rights to use the work without a separate agreement.

**Non-Commercial**

Shall mean and include, but is not limited to philanthropic, political, patriotic, recreational and/or charitable purposes.

**Non-Profit Organization**

Shall mean an organization recognized as such by the Internal Revenue Service in accordance with section 501 (c) of the Internal Revenue Code.

**Normal Use**

Daily activity in a park or facility that does not impact or inhibit use by the general public, and that does not otherwise alter the space.

**Notification of Intent**

A printed notice that is distributed by the event coordinator to property occupants adjacent to a moving course to inform them that an event will occur within 15 days.

**Ohio Building Code**

The Ohio Building Code adopts the International Building Code, International Mechanical Code, International Plumbing Code, and the International Residential Code which is used by the Building & Zoning Services Department.

**Occupant**

The owner, manager, assistant manager, or lessee of a residence, business, school, church, hospital or other properties impacted by an event closing or obstructing normal use of public streets.

**Ohio Fire Code**

The Ohio Fire Code is based on the International Fire Code, as amended by the State Fire Marshal of Ohio and is used by the Division of Fire.

**Onsite Coordinator**

The individual who is the primary point of contact during the event. The onsite coordinator must be available during set-up through tear-down of the event.

**Paid Parking**

Any parking space that has a parking meter, multi-space parking kiosk, or is designated as a mobile payment location.



**Parking Kiosk**

The City provides multi-space metered parking in designated locations where customers make payment at a kiosk instead of individual parking meters.

**Parking Meter**

A mechanical or electronic device used, placed, installed or erected at or near the curb adjacent to a parking lane.

**Peak Attendance**

Attendance patterns at an event across a day usually have periods relating to when a higher number of patrons access the event due to the schedule of activities, quality of entertainment or the appeal of certain attractions.

**Permit Holder**

The individual representative holding the permit to conduct a special event for the Host Organization. The Permit Holder may be the President, Executive Director, or other authorized office of the Host Organization. The Permit Holder has the authority to make planning, operation and financial decisions on behalf of the organization.

**Petting Zoo**

A petting zoo features a combination of domesticated animals and some wild species that are docile enough to touch and feed.

**Pop-up Event**

Pop-up events are temporary, unexpected events in unique spaces, generally of short duration. The element of surprise distinguishes pop-up events from those mass marketed.

**Potable**

Water suitable for drinking.

**Pre-Packaged Food**

A properly labeled processed food, pre-packaged to prevent any direct human contact with the food product upon distribution from the manufacturer, and pre-packaged from an approved source.

**Primary Contact**

The individual who oversees all aspects of event planning and details of the event's execution. The primary contact must be at least 18 years old to apply for a Special Event Permit. This person must have the authority to make planning, operational and financial decisions on behalf of the host organization.

**Protective Flooring**

Portable floor tile or mats which are designed for temporary installations as tent floors or over grass, dirt or gravel.

**Public Right-of-Way**

Any property owned by the City of Columbus, including but not limited to, any street, road, alley, sidewalk, vacant lot, or other tract of land.

**Pyrotechnic**

A pyrotechnic is a device with an explosive that burns slowly and emits colored flames; can be used to illuminate areas or send signals.

**Rain Date**

An alternative date set aside for use if a scheduled event must be postponed due to inclement weather.

**Reduced Pressure Zone (RPZ) Backflow Preventer**

A backflow prevention device is used to protect potable water supplies from contamination or pollution during sudden drops in water pressure.

**Regional/Neighborhood Park**

City parks located outside of the Downtown Columbus Business District.

**Rolling Closure**

A temporary street closure to accommodate a moving event where streets are reopened by the Division of Police after participants pass a designated point on a moving event course.

**Rules of the Road**

A custom or law regulating the direction in which vehicles and/or pedestrians should move to pass or yield to one another, so as to avoid collision on a street, sidewalk or right-of-way while following to the rules of the road, such as obeying traffic lights, road signs and road markings.

**Series**

An event recurring on multiple dates such as concerts, movies, community markets, etc.

**SESAC**

Originally the Society of European Stage Authors and Composers, is a performance-rights organization in the United States.

**Set-Up**

Defined as all times/dates when event preparation takes place on public property.

**Shell**

Specially built rowing vessel for racing on open water.

**Signature Event**

A large-scale event which has a substantial impact to City property and requires the support of most City Departments. Must be an annual event that has been held for a minimum of 5 consecutive years. The event must demonstrate a large economic impact to Columbus, community significance, citywide support and promotion of Columbus. Signature event classification will be determined by CEMT Staff.

**Special Event**

A planned recreational function occurring either one-time, on an annual basis or as part of a series. Events often have the presence of live performances, food and merchandise, interactive exhibits that draw a crowd, require set-up/installation of support items, and/or use of public space beyond normal use. Types of events include but not limited to concerts, festivals, moving events, waterway activities, private functions and ceremonies.

**Spontaneous Activity**

Any activity occasioned by recent news or current affairs that is conducted on public property or throughout area under the control of the City of Columbus. Unplanned protests, picketing, or other such activity that is based on actions that are protected by the first amendment are not considered a "special event" and are exempt from permit requirements.

**Stakeholder**

A person, resident, business or group with an interest in any happenings taking place in the vicinity of where their residence or business is located.

**Storm Drain**

A storm drain is designed to drain excess surface water or rain from paved streets and sidewalks.

**Street Sweeping**

The practice of removing dirt, litter and debris from curbed public roadways with equipment designed to collect, sweep, brush or flush the area.

**Submission Date**

The date the completed event application is received by the City.

**Tear-Down**

Defined as all times and dates when removal of event items occurs and clean-up takes place.

**Temporary Food License**

Temporary food operations, such as festivals, fundraisers and community events that require a food license.

**Temporary Structure**

Tents, canopies, membrane structures, stages, platforms, fences, and other similar features that are temporarily installed for an event.

**Temporary Water Line**

A 2" PVC line that is temporarily installed by the Division of Water to transport potable water from a fire hydrant to a connection point where a hose can be installed for filling water barrels, supplying a food concession unit, and as a source for drinkable water.

**Traffic Control Device**

Markers, signs and signal devices used to inform, guide and control traffic, including pedestrians, motor vehicle drivers and bicyclists. These devices are usually placed adjacent, over or along the highways, roads, traffic facilities and other public areas that require traffic control (Not provided by Division of Traffic Management/Columbus Police).

**Trail**

The network of multi-use greenways connecting the city parks system that are available for moving events.

**University Area District**

The University Area District is located within the boundaries of Glen Echo Ravine on the north, the railroad tracks on the east, 5<sup>th</sup> Avenue on the south, and Olentangy River Road on the west.

**Vendor**

Any business, enterprise, trade, vocation or activity conducted by a person, business or organization that sells food, goods, services or beverages on a city right-of-way or park for the purpose of direct or indirect gain, benefit or advantage.

**Venue**

The place where an organized event happens.

**Waterway Activity**

Classified as any non-commercial, organized activity that occurs on a City managed waterway excluding fishing activities, recreational boating or fitness classes.