

CITY OF YOUNGSTOWN

MAYOR JAMAE L TITO BROWN



OFFICE OF THE MAYOR

CITY HALL • 26 S. PHELPS STREET • YOUNGSTOWN, OHIO 44503

PHONE: (330) 742-8701 • FAX: (330) 743-1335

SPECIAL EVENTS APPLICATION

The City of Youngstown (COY) office of Events and Special Projects must receive your completed permit no less than **60 days** prior to the event date. A fully completed application must be accompanied by a deposit payment (if applicable), site map, and certificate of liability insurance in order for your permit to be processed. The submission of all of the above mentioned documents will not guarantee the city granting a permit. Return completed application to **20 Federal Place, Suit FC12, Youngstown OH 44503.**

Applicant Information

Organization hosting the Event: _____ Is it a Non-Profit: _____

Applicant Name: _____

Mailing Address: _____ City: _____ State: ___ Zip: _____

Phone: _____ Cell: _____ Email: _____

Event Website: _____

Event Operations

Name of Event: _____

Type of Event:

Festival Concert Parade Marathon/run Political Rally Opening/Announcement

Other (Please Specify): _____ Anticipated Attendance: _____

Event Location: _____

Set-up Date: _____ From: _____ AM or PM to _____ AM or PM

Event Day 1: _____ From: _____ AM or PM to _____ AM or PM

Event Day 2: _____ From: _____ AM or PM to _____ AM or PM

Event Day 3: _____ From: _____ AM or PM to _____ AM or PM

Event Day 4: _____ From: _____ AM or PM to _____ AM or PM

Tear Down Date: _____ From: _____ AM or PM to _____ AM or PM



Event Components

Please check all boxes that apply to your event and provide amount when requested:

- | | | |
|---|---|---|
| <input type="checkbox"/> On-site Cooking | <input type="checkbox"/> Alcohol Sales | <input type="checkbox"/> Portable Stage. Size: _____ |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Exhibits/Displays | <input type="checkbox"/> Amplified Sound |
| <input type="checkbox"/> Product Giveaway | <input type="checkbox"/> Carnival Rides | <input type="checkbox"/> Inflatable Amusement # _____ |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Food (Temporary) # _____ | <input type="checkbox"/> Inflatable Advertising # _____ |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> Food (Mobile) # _____ | <input type="checkbox"/> Vehicles on Display |
| <input type="checkbox"/> Sidewalk Chalk/paint | <input type="checkbox"/> Live Art | <input type="checkbox"/> Health Screening |

Promotion: How do you plan on advertising for your event?

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Website | <input type="checkbox"/> Newspaper article | <input type="checkbox"/> Cable TV Commercials |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Newspaper Ads | <input type="checkbox"/> Network TV Commercials |
| <input type="checkbox"/> Local News | <input type="checkbox"/> Billboards | <input type="checkbox"/> Other _____ |

Temporary Structures: Tents, booths, and stages shall be staked or tied down. Water barrels or weights approved by Mahoning County Building Department 330-270-2894 (50 Westchester Dr. Room 201, Youngstown OH, 44515) are allowed.

- | | | |
|---|------------------------------|-----------------------------|
| Does the event have tent structures? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are any of these structures over 400 square feet? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are any of these structure acting as a roof to a stage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Name of tent supply company _____ Phone _____
Which method of tie down will your tent company utilize _____

Fireworks: Fire Inspector Signature: _____ Date: _____

Electrical Services:

- | | | |
|---|------------------------------|-----------------------------|
| Does the event require electrical access? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will a generator be utilized to provide power? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have an electrical contractor to assist in hookup? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Name of contractor _____ | Phone _____ | |

Water Services:

- | | | |
|---|------------------------------|-----------------------------|
| Does the event require water access? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the water access required for a food vendor? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Restrooms: Portable restrooms are required at all Downtown Events. Suppliers can assist you in determining the quantity and ADA-requirements for Event Restrooms.

If your event is multiple days, all on-site portable restrooms must be cleaned out between each day.

Parking: Please make arrangements with Downtown parking vendors to ensure that all areas are prepared to house the amount of vehicles that your event will attract. Also, please ensure that there is handicapped parking and/or a shuttle service for you event.

Fencing and Barricade: Any event with alcohol requires fencing to enclose the perimeters of alcohol service.

- Does the event require any temporary fencing or barricade? Yes No



Litter Management: The Applicant is responsible for the cleanup of all litter, trash, grease, ash, spills, etc. The City reserves the right to hold the applicants deposit if the area is not properly cleaned after your event.

Are you contracting with a waste company? Yes No

Name of waste company _____ Phone _____

Are you contracting with a power washing company? Yes No

Name of cleanup company _____ Phone _____

Are you contracting with recycling organization? Yes No

Name of organization _____ Phone _____

Do you have a team of people to pick up after event closes? Yes No

Name of organization _____ Phone _____

Emergency and First Aid: The Youngstown Fire Department may require that a fire truck be present at your event (depending on what is occurring).

Are you planning for an on-site ambulance? Yes No

Name of Emergency Co. _____ Phone _____

Police, Security and Road Closings

The Youngstown Police Department will determine (based on what is occurring at your event) the number of police officers or contracted security require at your event. (Youngstown Police Contact: 330.742.8737)

Are you hiring YPD to work you event? Yes No

Will you be applying to close streets? Yes No

If Yes, list all streets and intersections that you plan to close:

Alcohol Sales

If you are planning to sell alcoholic beverages at your event you will need to obtain a temporary alcohol permit from the Ohio Division of Liquor Control.

For beer (online) sales, you must partner with a non-profit organization to obtain a F-Permit.

For beer, wine, and intoxicating liquor sales, you must partner with a non-profit organization and an establishment with a Class-D Liquor License.

What Non-profit organization will be applying for the temporary permit? _____



Event Site Map

You must attach your event site map to this application in order for it to be processed.

Included in this map should be:

- An image (drawn or digital map) of the entire event venue. Please include street names.
- An outline of all erected fencing and barricade. Show points of entrance.
- Location of all stages, tents, vendors, bars, restrooms, dumpsters, etc.
- Parking accommodations: handicap, volunteers, suppliers, etc.
- Lost children area/information
- Command post for Police, Fire and Emergency

Event Insurance

You must attach a certificate of your liability insurance policy to this application in order for it to be processed. The policy must be in an amount no less than one million dollars (\$1,000,000). Your insurance certificate must list the City of Youngstown (26 South Phelps Street, Youngstown OH 44503) as an additional insured.

Acknowledgement

I understand that I am responsible for the above described event. By signing below I acknowledge that I have provided complete and truthful information regarding the event.

I acknowledge that: I have obtained adequate insurance, all required permits will be obtained prior to the event and that all necessary safety standards will be met. This includes, if required, permits from the County and State.

I acknowledge and agree to abide by all rules and regulations of the Office of Events and Special Projects. I also acknowledge and agree to abide by all Local, State and Federal Laws during my event. The City of Youngstown Municipal Ordinances may be found at: <http://www.conwaygreene.com/Youngstown.htm>.

The Failure to abide by the requirements contained in the application and permit may result in cancellation of the event. In addition to cancellation of the event the city may pursue criminal charges, and/or additional fees and fines.

The City reserves the right to cancel an event.

The undersigned agrees to hold The City of Youngstown harmless for any claims related to or arising from the event described above. This includes but is not limited to injuries to persons or property.

Applicant Signature: _____ Date: _____

Submission Checklist

- Permit Fees and Deposits (when applicable)
- Event Site Map
- Certificate of Insurance with "City of Youngstown" as additional insured
- Copies of other related permits (Tent, F or F2, etc)

Make deposit check payable to "City of Youngstown"



Return this (completed) application to:

Office of Events and Special Projects
City of Youngstown
26 S Phelps St
Youngstown, OH 44503

Approval Signatures

Event Coordinator _____ Date: _____
Terrill Vidale

Law Director _____ Date: _____
Attorney Jeff Limbian

Chief of Police _____ Date: _____
Chief Robin Lees

Deputy Director _____ Date: _____
Public Works **Chuck Shasho**

Chief of Fire _____ Date: _____
Chief Barry Finley

Notices will be sent to Health Department and Chief Sanitarian, Central Electrical Inspection, Zoning Inspector, Commissioner of Buildings and Grounds, Water Commissioner, Finance Director, Fire Chief, Fire Inspector, Traffic Unit (Police), Sign and Signal Dept. and any other necessary individuals.