



City of Miamisburg

Event Handbook



Revised January 2017

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Introduction

The information in this handbook outlines the *Event Application* process and provides requirements for the use of Miamisburg City property for events. The following abbreviations will be utilized throughout the handbook:

Event organizer requesting use of facility= Applicant

City of Miamisburg= City

Parks and Recreation Department= PRD

Miami Valley Fire District= MVFD

Public Health- Dayton and Montgomery County= PHDMC

Event Application Process/Event Regulations

What is considered an Event?

An event is any athletic event, ceremony, concert, festival, parade, public performance, race, wedding, or any other public gathering occurring on a public street or public property within the city's limits.

Event Planning Process

- 1.) Applicant submits the online *Event Request* a recommended six months before the event date.
 - a. The event is approved or denied based on the City's approval criteria for special events.
 - b. The City reserves the date and location for the event as "pending" until the comprehensive application and review processes are completed.
 - c. The applicant receives the comprehensive *Event Application* and the current *City of Miamisburg Event Handbook*.

- 2.) Applicant submits the *Event Application* at least 90 days before the event date.
 - a. This includes the applicant's complete plan of the event.
 - b. The application is reviewed by the Operations Manager.
 - c. If a new and/or unusual request is made, the City's Community Event Committee will review the application.
 - d. If necessary, Council approval is processed.

- 3.) Community Events Committee approves the event in full at least 30 days before the event date.
- 4.) Applicant must submit insurance, all documents/forms, and any event deposits or fees at least 14 days before the event.
- 5.) Final *Event Permit* with event plan must be agreed to and signed 7 days before the event.
 - a. No substantial changes can occur to the event plan in the 7 days leading up to the event.

Event Regulations

- 1.) The City will review event applications according to the PRD's Event Request Review Procedures including event coordination, logistics, criteria for reimbursement of City expenses and event re-cap meeting after approved events.
- 2.) Public property must be used solely in accordance with Federal, State and local laws, City of Miamisburg Ordinances and Miamisburg Park Rules & Regulations. Miamisburg PRD retains the right to revoke an event approval at any time upon violation of the agreement or the risk or threat of a violation of the agreement, or severe conditions such as weather.
- 3.) Submitting the *Event Application* is not a confirmation to conduct the planned event. The applicant will be contacted regarding event approval by a PRD representative after reviewing the application. Please do not send out event notices, publicity flyers, etc. prior to receiving approval.
- 4.) Permission to use city properties for any purpose must be granted in writing on the *Event Permit* issued or authorized by a PRD representative.
- 5.) Facilities are intended for recreational or special purpose use in conjunction with the PRD's activities and/or programs. Other groups may use them on a reserved, special basis, as time and space permit, provided that the intended use is consistent with the following event criteria:
 - ✓ Event preserves the public health, safety and welfare.
 - ✓ Event generates positive economic impact to area.
 - ✓ Event promotes travel and tourism.
 - ✓ Event enhances the quality of life.
 - ✓ Event serves the needs of the community.
 - ✓ Event is consistent with the community's vision for public events and use of venue.

- ✓ Applicant and/or sponsor is in good standing, i.e.) no outstanding taxes, fees and good history, if any, of prior event implementation.
 - ✓ Proposed event date does not conflict with established City events and sufficient City staff will be available to service the event.
- 6.) No agreement pertaining to the *Event Permit* shall be of any force or effect unless such agreement is in writing, and signed by a PRD representative.
 - 7.) The holder of an *Event Permit* shall be responsible for the event, and shall be present at the site/facility specified throughout duration of the event. It is the responsibility of the permit holder to assure that event participants, vendors, entertainers or other spectators abide by all park rules.
 - 8.) *Event Permits* may be denied or revoked by the PRD Director when the use of property authorized under the permit interferes with the regular use of property by the PRD, when property is used for any purpose other than permitted function, when there has been a violation of these regulations, or when the PRD Director determines that the proposed activity is not in the best public interest.
 - 9.) If a proposed activity requires other permits or licenses, i.e. food, beverages sales or vendor's license, liquor permit, temporary electrical or plumbing permit, etc., copies of such permits of license MUST be presented to the PRD prior to issuance of *Event Permit*.
 - 10.) The City reserves the right to refuse a request, ask for modifications, or cancel an event if it is illegal, immoral, dangerous, or otherwise not in the public interest.
 - 11.) An event that is sponsored by and exclusively coordinated by a City department is exempt from the need to apply for this *Event Permit* unless event requires resources from multiple departments and/or may impact residents.
 - 12.) Nothing contained in the *Event Handbook*, *Event Application* or *Event Permit* shall prohibit the authority of any officer to arrest a person engaged in any act or activity granted under the *Event Permit*, if the person's conduct violates the laws of the State or ordinances of the City, including, but not limited to, unreasonably obstructing the public streets, sidewalks, or public property of the City or causing or threatening to cause a breach of the peace.

Alcoholic Beverages

Event Requests that include the sale of alcoholic beverages will require additional information, insurance, permits and approvals.

Application Fee

A \$25 non-refundable application fee is assessed upon the submission of the official application.

Cancellation

The applicant must provide at least a 24-hour cancellation notice in order to receive a refund of the security deposit or to avoid incurring fees, if applicable. The City reserves the right to cancel or postpone an event at all facilities due to current or predicted weather related conditions. The event may be subject to rescheduling on a later date.

If a permitted activity or event has been publicized, and a non-weather related cancellation or postponement becomes necessary, the applicant must notify the City and the media at least 72 hours prior to the scheduled event or as soon as possible if determined less than 72 hours prior to the event. Should the event be cancelled as a result of inclement weather or flooding, the applicant may request the event be rescheduled on a date mutually agreeable to the City and the applicant. The City reserves the right, for flood control purposes, to cancel or postpone the event.

Clean Up/ Litter Management

All City property (parks, streets, sidewalks, etc.) must be left in a clean and orderly condition at the conclusion of any special event. "Cleanup" means pickup and removal of all litter, debris, food spill or other trash directly attributable to the special event activities use. Removal of trash must be accomplished in a timely fashion, most likely the same day of the event, throughout the area specified in the *Event Permit*.

A clean-up plan must be submitted with the *Event Application*. The City will review the plan to determine additional clean-up services that might be required to ensure City property and rights-of-way are maintained and the property is restored to its original cleanliness.

All litter, trash, garbage, and scraps must be placed in plastic bags and disposed of by the applicant. The applicant is responsible for renting temporary dumpsters, if necessary for the event. The City can assist in finding companies that provide these services.

If a proposed special event is approved by the City, the applicant will be responsible for all necessary additional trash receptacles for this proposed event. The applicant will also be responsible for clean-up and disposal of these trash receptacles, their contents, and any overflow discarded items in the vicinity of these trash receptacles.

The applicant is responsible for any loss, damage or theft of personal property that is incurred by their organization and/or those in attendance. The applicant is also responsible to restore damaged premises to pre-event condition including reimbursing the City for any applicable expenses.

Electrical Services

Applicants must indicate their specific electrical requirements, including types of equipment to be used and wattage information on the *Event Application*. The City only provides locations in which to plug in electrical equipment. We do not provide or rent light towers, cord covers or extension cords for events.

When required, a licensed electrician shall install all electrical services. Any event requiring heavy electrical usage must identify needs with the City, and may be charged for a City approved electrician on site during set-up, tear-down and/or throughout the event. Electric extension cords shall be utilized properly such as: the gauge size of cords used must be compatible with equipment, the cords shall not be frayed, the cords shall be completely covered with to prevent tripping, and the cords shall be properly grounded.

See **Appendix C** for information on outlets at Riverfront Park.

Entertainment

Parades, Processions, Bike and Foot Races

Requests for city street closures for the use of parades, processions, bike and foot races, etc., must be indicated on the *Event Permit* and accompanied by a detailed suggested route map. The Community Events Committee will work with the applicant to determine the best route possible. The City will have final approval of the route.

The City will establish the number of officers/staff members and barricades necessary to properly secure a parade. The parade route and the numbers of units will determine the number of officers required. The City and the MVFD has the authority to mandate all routes and positions to provide for the safety of Miamisburg residents and event participants.

Amusements and Attractions

Rides need to be inspected by the Ohio Department of Agriculture. State Ride Inspectors Certificate of Inspection on installation must be presented to the City prior to license issuance. Event sub-contractors must have insurance listing the City of Miamisburg as an additional insured.

Animals

The use of animals for parades and other special events is permitted. However, to keep our community as clean as possible, the sponsoring organization is responsible for the immediate clean-up of all animal waste.

Music Licenses

The PRD maintains music licenses covering all performance events hosted at city owned facilities provided the event does not gross over \$25,000.00 in revenue. Events exceeding this level are responsible for accepting city responsibilities for their music licenses or they are responsible for acquiring their own necessary licensing. Applicants must accept complete responsibility for failure to secure appropriate licenses from all performing rights organizations (e.g. BMI, ASCAP, SESAC, etc.).

Noise Regulations

The City attempts to balance the desire to provide fun, family-oriented events in the heart of our City with the rights of surrounding residents and business owners. Therefore, applicants are responsible for making sure that music and/or noise be kept at a reasonable volume during reasonable hours. All music, noise or other sounds during your event must not begin before 7:30 a.m. or continue after 11:00 p.m. on any day of the week. The City reserves the right to require the applicant to reduce the volume levels of sound, regardless of the source. When instructed to reduce the level of sound by City officials, the applicant shall immediately comply. If the applicant, entertainers or other organizers do not comply with an order to reduce the noise level, or if after compliance, the entertainers resume issuing noise at higher levels, the City may order the immediate discontinuance of the entertainment and/or event, and if necessary, remove the power sources to the event. Noise violation exceptions include sound emanating from scheduled special events conducted or permitted by the City.

Fire Safety Regulations

There are several event elements that require adherence to fire safety regulations.

Aisles- See **Vendor Requirements/ Tents (Appendix B)**

Cooking- See **Vendor Requirements**

Cooking Under Tent- See **Tents (Appendix B)**

Extinguisher- See **Vendor Requirements/ Tents (Appendix B)**

Hours of Operation

Generally, all events will begin no earlier than 7:30 a.m. and will conclude no later than 11 p.m. on any day. Specific event hours for each event will be indicated on the *Event Permit*. Entertainment provided by bands or other music sources must end no later than 11 p.m.

Insurance and Hold Harmless Requirements

The applicant will be required to sign an indemnification and hold harmless agreement in favor of the City for negligence of the applicant, its agents, servants, or employees in the performance of this event. In any event to which the public is invited or other events as determined by the City, the applicant shall be required to maintain general liability insurance coverage acceptable to the City with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate unless otherwise waived by the City. Further, events at which alcohol will be sold, distributed or consumed will require the applicant to provide evidence of liquor liability coverage acceptable to the City with a limit no less than \$1,000,000 per occurrence. Fireworks and other high risk event elements may require additional insurance levels and coverage. Applicant shall provide a certificate of insurance naming the City, its officials, employees and volunteers as “Additional Insureds” on the general liability and liquor liability insurance policies. Coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds whether other available coverage be primary, contributing, or excess. The City will provide the exact language required to be included on the certificate of insurance for the additional insured status. The City reserves the right to require complete, certified copies of any insurance policies, including amendatory endorsements, required by these specifications at any time.

Additionally, applicants are responsible for protecting against loss or damages to City facilities and are responsible for any expenses related to facility damages.

To the fullest extent by law, the applicant agrees to indemnify and hold the City of Miamisburg, its respective officers, agents, and employees and volunteers harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of bodily injury, sickness, or disease (including death result at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the applicant, or anyone acting in its behalf in connection with or incident to be scheduled for this event except that the applicant shall not be responsible to the City on indemnity for damages caused by or resulting from the City’s sole negligence; and the applicant shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may commenced thereunder. And the applicant shall pay any and all judgments that may be recovered in any suit, action or

proceeding, and any and all expense, including but not limited to costs, attorney's fees, and settlement expenses that may be incurred therein.

Markings

Permanent markings or signs are prohibited anywhere on Miamisburg property, including recreational trails, roadways, parking lots, trees and structures. All temporary event markings and/or signs must be approved prior to installation and removed immediately after event, prior to vacating the premises. The facility must be restored to its original condition, including repair of damages to structures, fixtures, turf and other plant material within 24 hours following the event conclusion. Spray paint is acceptable marking for grass areas and chalk is approved for pavement.

Outdoor Stages

Library Park/Carnegie Center stage is in the form of a semi-circle. It is 26' wide at the center x 16' deep. The stage is uncovered. There are 4,110 outlets available for use. *See Photo on page 21.*

Riverfront Park stage is 26' deep by 35' wide across the front. The stage and backstage are covered April-October. 100 amps are available for use. Electric can be pulled straight from the distribution panel or can be broken up into 2 x 50 amp services or multiple 20 amp services. *See photo on page 11.*

Parking

A vehicle may not be parked or driven on any sidewalk or City-owned grassy area without prior approval. Please note all areas where public parking is available, shuttle service is provided, parking is restricted, traffic is detoured and appropriate signage is located. The City can provide our existing temporary directional signage for event parking, reserved parking, and handicapped parking. Any additional signage needed must be supplied by applicant or if supplied by City, City will be reimbursed for expenses. If you wish to eliminate on-street parking during your event, you must indicate the request on the *Event Application*.

Permits

Applicants shall have in their possession during the event ALL permits, i.e., electrical, plumbing, site-use, liquor, food/beverage vending, etc., pertaining to their event. Failure to do so may result in revocation of privileges.

Portable Toilets and Sinks

Portable toilet and sink facilities are required for larger events. The applicant must contract for those services to be provided by an outside vendor. The City will assist with the number and location of toilets and sinks needed. The number required will depend on the length (number of

hours) and anticipated attendance at the event. In general, the City recommends 2 portable restroom facilities for every 500 people. The City also must be provided with the dates and times of delivery and removal of these facilities. No traffic may be obstructed or roads blocked during delivery or removal of these facilities.

Sinks may be necessary in food vendor area, based on applicant's arrangements with individual food vendors. See **Appendix D** for additional information on sinks.

Road Closures/Barricades

Applicant must include any requests for closure of public streets to conduct the requested event in the *Event Application*. This will include all road closures and time for each road to be closed.

Residential block party street closure requests utilize the City's Block Party criteria and process through the City Manager's office and do not utilize the *Events Application* for public events.

All pertinent City Departments will review the event plans as necessary.

The PRD will coordinate with the Engineering, Police, and Public Works Departments to develop the details related to the street closure including, but not limited to, traffic management plans and detour routing.

Street closures for approved events will be evaluated based on the type of street that is being requested to be closed and the required detours. Upon assessment, City staff will approve street closures, detours, placement of barricades, and No Parking signs, and determine if City staff or event coordinators will implement the street closure and re-opening. Applicant may be responsible for reimbursing the City for direct expense with closing and opening and related detours.

Downtown Street Closures – The City Council will, for special events within Downtown, allow for the closure of certain streets for limited amounts of time for the purpose of conducting special events based on staff recommendations. No person or entity shall conduct a special event within the Downtown without first applying to the PRD for the conduct of the special event and/or street closure.

City Council approval is required for street closures which include significant street closures and traffic detours. If an event does require City Council approval, the PRD will make a recommendation on approval of the event after seeking input from applicable City departments.

Safety (Police, Fire and Emergency Medical Services)

Police & Fire

The City of Miamisburg Police Department and MVFD have the exclusive right and responsibility to determine the extent of police protection, private security, or fire protection services needed at an event. Police Officers assigned to a particular event have sole discretion in all matters pertaining to security, traffic and crowd control at special events in the City of Miamisburg area. The cost of public safety expenses will be the responsibility of the applicant, unless previous arrangements have been made.

Emergency Medical Services

The MVFD will determine the need for on-site Emergency Medical Services, if any.

For larger events, MVFD may require that an ambulance and crew be stationed at the event. MVFD will make the final decision regarding whether or not an on-site presence will be required.

The applicant is responsible for covering all expenses and making arrangements for first aid and emergency services to be provided on-site, if necessary.

Security Deposit

A refundable security deposit is required at least 14 days prior to the event after the event approval date. All deposits must be paid by credit card. Deposits will be refunded in full 5-10 business days after the event pending no violation of any standards or agreements set forth in the application. Violating any rule will result in forfeiture of security deposit and the possibility to conduct future events in the City of Miamisburg.

Signs and Banners

Banners

Applicants can promote their event with over the street banners. Interested applicants must follow the *Over the Street Banner Policy* and *Banner Specifications* listed in **Appendix A**.

On-Site Signage

Applicant must describe and indicate the location of all on-site (City property only) directional and promotional signage to be used during the event on the *Event Application*. Permission to post any sign on public property must be obtained prior to the display of any signs. These signs must be removed within 24 hours of the conclusion of the event or at the conclusion of the event if there is another event the following day. All signage must comply with current sign code regulations.

Tents/Temporary Structures

Applicant must provide information on their plans to secure all tents/temporary structures on asphalt or grass. Applicant is responsible for the security of all event tents including vendors. Applicant must also review and comply with the MVFD *Tent Permit Application and Checklist* for all tents for cooking and other tents over 400 square feet as provided in **Appendix B**.

Vendor Requirements

The applicant will control what vendors sell within the event boundaries and will be responsible for ensuring that all vendors within the event boundaries are in compliance with all permitting and other legal requirements. The City maintains the right to deny any vendor to sell on City public property at its discretion.

Food vendors must adhere to all policies and laws governing the event. The PHDMC will serve as the principal agency in monitoring and enforcing the requirements of food vendors. If a vendor fails to meet or maintain these requirements on food handling and preparation and/or proper waste disposal, that vendor will not be permitted to participate in the event.

Gray water and grease cannot be dumped or disposed of in the park, grass areas, in the street, parking lots, near or in the levy or any body of water. Gray water and grease must be removed from the event grounds.

Specific requirements pertaining to extinguishers, cooking, aisles, etc. are located in the *Application for a License to Conduct a Temporary Food Operation* located in **Appendix D**.

Water Services/Hook-Ups

Water service and/or hookups are available at several locations on public greens and properties. The applicant must include water connection location on the *Event Application*. The City will coordinate water access upon approval of request. Depending on the number and location of water access points and the amount of water used, applicable fees may be charged. Applicants and/or their event vendors are required to provide all materials necessary for water hook-up and is also responsible for any repairs related to connecting/disconnecting.

Weddings

Weddings are considered events and interested applicants must follow the City of Miamisburg event process. Riverfront Park Stage and Library Park are reserved on a first call basis. To secure a reservation, send the complete *Event Request* and follow the procedures for the special event process. Fees for events apply to weddings.

To assist with planning use of a city park for a wedding, the following apply:

- 1.) Chairs may be rented for your guests through a rental company. We do not provide the outdoor chairs.
- 2.) Aisle runners may be used but cannot be left on the grounds after the ceremony. These runners should be made of paper or some other soft flexible material. Please note that aisle runners can be dangerous.
- 3.) Do not attach anything (signs, crepe paper, etc.) to any Miamisburg structure or plant, even temporarily. You may toss real flower petals or use bubbles, but NOT fake flower petals, confetti, birdseed or rice.
- 4.) Driving on the grounds is prohibited.
- 5.) Applicant may wish to select a backup location, other than City parks, to use in case of inclement weather. We do not provide an alternate venue for your use, unless it is rented in advance. Our recommendation is your reception site.
- 6.) You are financially responsible for any damage to the City of Miamisburg grounds, buildings, and plantings that occur as a result of your ceremony.
- 7.) The City personnel may terminate any event when it is deemed necessary. Such circumstances leading to termination may include, but are not limited to weather that presents and eminent danger to guests or property and construction at the event site.

Appendix

A.) *Over the Street Banner Policy*

To view the City's *Over the Street Banner Policy* please follow the link below:

http://www.ci.miamisburg.oh.us/index2.php?option=com_docman&task=doc_view&gid=299&Itemid=119

B.) *Tents*

To view the MVFD's *Tent Permit Application and Checklist* for all tents for cooking and other tents over 400 square feet please follow the link below:

<http://www.miamivalleyfiredistrict.org/bigredfiretruck/wp-content/uploads/2016/05/MVFD-Tent-Application-and-Checklist-.pdf>

C.) *Determining Voltage and Amperage*

The following list provides the voltage and amperage of the two electrical boxes located at Riverfront Park:

1.) **Location:** Riverfront Park- Stage

Electrical Box: 200-amp box

Outlets:

- 10 x 110 V and 20-amp GFI
- 2 x 220 V and 30-amp
- 1 adapter for 220 V and 50-amp

2.) **Location:** Riverfront Park- Corner of Central Avenue and Miami Avenue **Electrical**

Box: 200-amp box

Outlets:

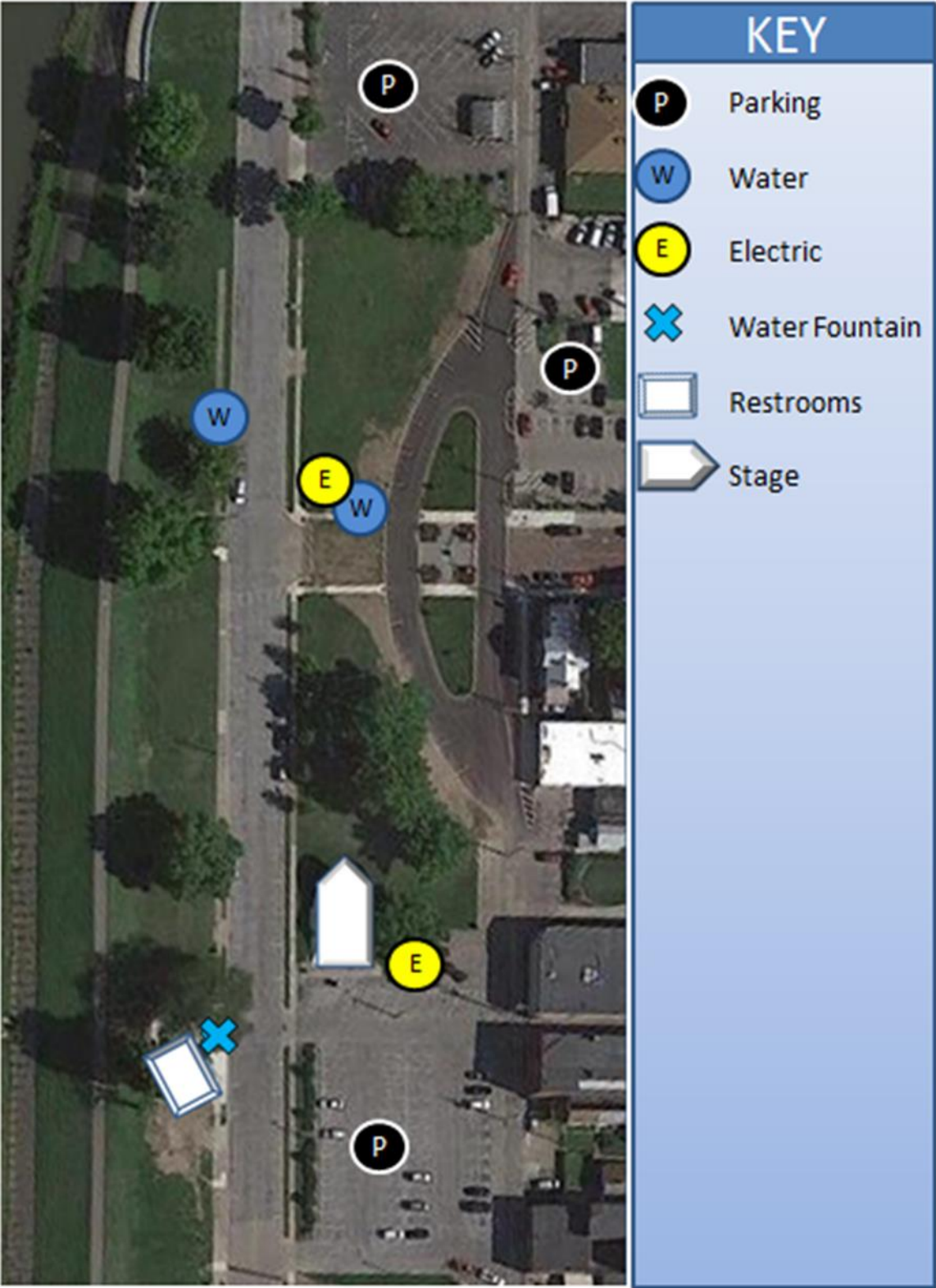
- 10 x 110 V and 20-amp GFI
- 3 x 220 V and 30-amp
- 1 x 220 V and 50-amp

D.) *Vendor Requirements*

To view PHDMC's *Application for a License to Conduct a Temporary Food Operation* please follow the link below:

<http://www.phdmc.org/food-protection/food-protection>

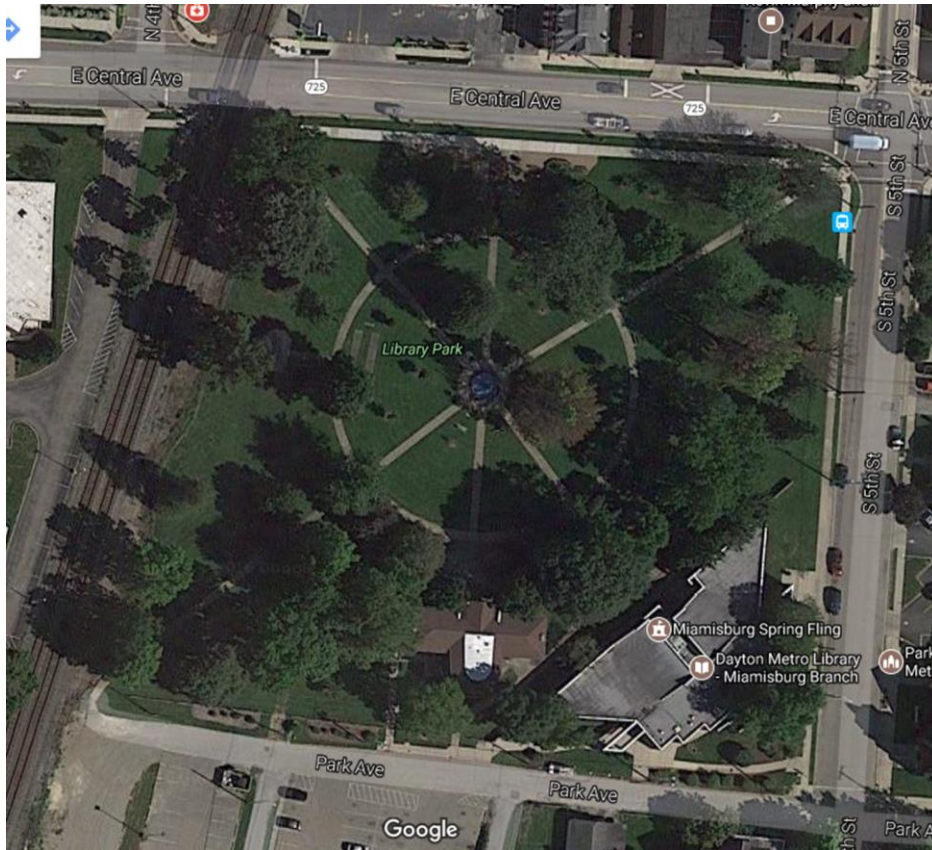
Riverfront Park



Riverfront Park Stage



Library Park



Library Park/Carnegie Center Stage



Community Park Learning Center



PLAY DISCOVER GROW



PARKS & RECREATION

A Nationally Accredited Agency