



# City of Loveland

## Special Event Policy

Special events are a positive way for the community to gather and celebrate. Special events are held to build community and have a positive financial impact on local businesses and organizations. This policy enables the City of Loveland to have a process that balances the benefits of special events to the community with the burden they may impose on our resources, residents, and businesses.

### Purpose

The city strives to protect the health, safety, and welfare of our residents and guests through the issuance of special event permits. This policy will regulate special events conducted in the City of Loveland and will provide standardized fees and procedures to administer special event permits. This policy will also provide the framework for City staff to approve special events that have an overall positive impact on the community and deny those that do not as outlined within the provisions of this policy.

### Goals

The goals of the Special Event Policy are as follows:

- To ensure that every special event is reviewed by affected departments and agencies.
- To ensure that special events follow guidelines that will protect individuals and property.
- To ensure that special events do not cause an undue burden on City staff, residents, property, or resources.

### Definitions

**Special Event:** Any festival, run/walk, concert, parade, public performance, or announced public gathering held on a public street, right-of-way, or public property. Events in which the public is invited on private property, which may affect public safety, health, or welfare by their impact on surrounding roads or public or private property may be deemed a special event for the purpose of this policy.

A private, invitation only event such as weddings or private party would not constitute a special event and would not require a permit unless it would affect public safety, health, or welfare.

**Event Organizer:** A person who schedules, organizes, and oversees a Special Event.

**Special Event Review Committee:** A committee consisting of representatives from all City departments that provide service for an event. The committee will review the special event application and offer suggestions and recommendations for approval or denial. The Special Event Review Committee review process is designed to be an efficient process for event organizers and City representatives.

Representatives from the following City departments will attend the special event meetings which may include:

- City Manager's Office
- Police
- Public Works
- Building and Zoning
- Loveland Symmes Fire Department
- Legal
- Other representatives

## **Application and Review Process**

- The Special Event Review Committee will not review an application that is incomplete. The application will be reviewed only when the application fee is paid, all forms are complete, and all necessary information and supporting documents are included. The sponsoring organization may request that the city waive the fee. Such a request must be made to the Office of the City Manager and must explain the reason for the request. Each request will be reviewed by the City Manager, the City Finance Director, and the City Solicitor. The fee for the special event may be reduced or eliminated based on the degree to which the Special Event will utilize public services, assets, its potential impact on the community and the hardship that may be imposed on the sponsoring organization if the fee is not waived. Additional information will be required to be provided by the sponsoring organization including, but not limited to its financial statements and its event operating statement(s).
- Every individual or organization who intends to hold a Special Event as defined above must apply to the City Manager's Office at least ninety (90) days prior to the scheduled event.
- Events that intend to serve alcohol must submit their initial application one hundred twenty (120) days in advance.
- Special event fees will be set by ordinance and may be reviewed annually.

- Waivers to required time periods can be granted by the City Manager for extenuating facts and circumstances.
- Upon receipt of a special event application and application fee, a Special Event Review Committee meeting will be scheduled to review the application. The applicant's attendance at the Committee meetings may be required.
- If an event is approved, a Special Event Review Committee meeting will be scheduled prior to the event to ensure compliance with this policy. The applicant's attendance at the Committee meeting may be required.
- Events coordinated by the City do not require a permit and are exempt from this process and policy.

### **Criteria for Issuance of a Special Event Permit**

The Special Event Review Committee will utilize the following criteria when evaluating applications and permitting special events subject to this policy:

- The special event application must be complete and submitted within the required time frame, including the payment of application fees.
- If the event is produced by a not-for-profit organization, or primarily for the benefit of a not-for-profit organization, a letter from the not-for-profit organization must be included with the application. The letter shall include the following information: name of the sponsoring organization that will benefit from the event, Internal Revenue Service designation for the sponsoring organization, contact name with address and telephone number for the sponsoring organization. Additional information may be required to be provided from the sponsoring organization including, but not limited to, financial statements related to the sponsoring organization.
- The number of special events does not exceed two per month.

The Special Event Review Committee may deny a special event application if:

- The conduct of the event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
- The conduct of the event or the number of events scheduled during the time period will require the diversion of so great a number of other City employees and resources, such as Police, Public Works, or Fire/EMS, that adequate staff and resources would not be available to complete City assignments.

- The concentration of persons, equipment, vehicles, or animals at the event or assembly sites will substantially interfere with adequate fire and police protection of, or emergency medical service to, areas near such sites.
- The conduct of the event may result in violence to persons or property, causing serious harm to the public.
- The event is to be held for the primary purpose of advertising a product, goods, or service.
- The event site or route will cause a disturbance to surrounding residents and businesses.
- The date or location of the event is in direct conflict with an existing or other event.
- Any proposed use of public property, right-of-way, or facilities will unreasonably interfere with normal use of the property, right-of-way, or facility by the City or the public.
- Past events held by applicant did not meet City Policy and Regulations.
- The event will not promote or have a positive impact on the Loveland community.

## **Permits**

- The Special Event Review Committee shall grant a permit, grant a permit with conditions, or deny a permit within two weeks (10 business days) of the application review meeting. The date of the meeting will dictate the time frame.
- Permits shall be issued within two weeks (10 business days) of receipt of proof that all conditions have been met.

## **Revocation of permit**

- A special event permit may be revoked before or during an event at the discretion of the City Manager or his/her designee when the health or safety of the public is threatened by an emergency, disorder, or other unforeseen condition or situation that has arisen.
- If a special event permit is revoked, the event shall be cancelled, and activities shall be terminated immediately.
- In the event of revocation, no refunds of fees paid prior to event will be refunded. Event organizers shall be responsible for paying fees on any services incurred.

## **Appeal Process**

A process has been set up to appeal either a denial or revocation of a permit.

- All appeals must be presented in writing to the City Manager within ten (10) business days of denial or revocation of a permit.
- The City Manager shall respond to all appeals in writing within five (5) business days. The decision of the City Manager shall be final.

## **Enforcement of Other Laws**

- The granting of any special event permit by this policy does not eliminate the requirements for any business license or any other permits which may be prescribed by any other federal, state, or local statutes, ordinances, rules or regulations, or compliance with any other applicable federal, state, or local statutes ordinances, rules, or regulations.

## **Special Event Costs and Fees**

If the event organizer requests or the special event requires City services and/or equipment or if the Special Event Review Committee has determined that City services are necessary to hold a safe and successful event in the City of Loveland, the event organizer will be invoiced for the cost of those services at the conclusion of the event.

- Fees for all City services and equipment are set by ordinance and may be reviewed annually.
- A nonbinding estimate of the cost of City services and equipment will be provided to the event organizer after the initial meeting with the Special Event Committee.
- The final amount due could be affected by weather, changes made by the event organizer, crowd size, and other factors that may arise.
- Payment is due upon receipt of invoice from the City. The city may require a deposit.
- If City property is damaged during the event, the event organizer will be responsible and invoiced for the cost of the repairs, including labor and materials.
- The City of Loveland may require a staff member to attend the event and verify compliance with this policy at the expense of the event organizers.

## **Insurance & Indemnity**

Event organizers will be responsible for any and all damages caused by, or related to, the event.

- The sponsoring organization, permit holder, or host establishment shall be required to obtain a comprehensive general liability insurance policy in an amount approved by the Special Event Review Committee for bodily injury and property damage arising from the event and name the City of Loveland as an additional insured on that policy. This amount may be adjusted based on the type of event or activities planned.
- The Hold Harmless-Indemnification Agreement included with the Special Event Application shall be signed by an authorized representative of the event organizer.

## **Hours of Operation**

No special event shall begin before 7:00 a.m. or extend beyond 11:00 p.m.

## **Security and Safety Services**

The Loveland Police Division will identify general security issues to consider at any special event and will, at their sole discretion, determine the amount of security required for safe operation of the event.

- Proof of adequate security is required to issue a permit.
- Sworn law enforcement officers or other approved City staff will be required if security will be posted in streets or roadways.
- The Event organizer will receive an estimate in advance for the cost of any Loveland Police services.
- All special duty or private Special Event Officers will be billed at a minimum of three (3) hours per job position worked. (A job position is defined as each individual job assignment identified that is scheduled for 12 hours or less).
- If the event organizer has contracted for outside security services and wishes to cancel the outside security services, notification must be made to the City Police Department at least 72 hours prior to the scheduled start of the security service. If the City Police Department is not called to cancel the job or cancellation has been made less than 72 hours prior to the scheduled start of the security service, the Event Organizer contracting for the security service will be billed for three (3) hours of time for all City officers then scheduled to work.

## **First Aid and Emergency Services**

The Loveland-Symmes Fire Department will identify general first aid and emergency services issues to consider at the special event and, at their sole discretion, will determine the amount of service required for safe operation of the event, which services will be provided by the Loveland-Symmes Fire Department.

- Proof of adequate first aid is required to issue a permit.
- The event organizer is responsible for making arrangements for first aid and emergency services to be provided on-site and the plan and suppliers of services must be approved by the Loveland-Symmes Fire Department.
- Loveland-Symmes Fire Department may provide on-site first aid services for a fee.

### **Traffic Control and Road Closures**

Approval for use of City streets, rights of way, alleys, sidewalks, and parking lots for events will be included in the permit process.

- During the permit process, the following issues will be reviewed: resident/business impact, detour routes, signage, and notification, set up of barricades and directional signage, traffic control and safety.
- The Loveland Police Division will determine the following:
  - A list of the roads to be closed and corresponding intersections and detours;
  - Required placement of volunteers and personnel; and
  - Dates and times of the closure and reopening
- All road closures and lane restrictions must be set up and removed by City of Loveland staff.
- Any event personnel working on or near public roadways are required to wear safety vests or brightly colored apparel.
- The event organizer is responsible for maintaining a minimum 12-foot-wide fire and emergency lane through all areas.
- If roads are to be closed or access to certain residents or businesses is restricted, the event organizer is responsible for preparing, printing, and distributing a notification letter to all affected residents and businesses at least thirty (30) days prior to event. Letter and distribution list must be approved by the Special Event Committee prior to being mailed.

### **On-Street Parking Removal**

Approval to eliminate on-street parking during events will be included in the permit process.

- The City of Loveland will provide, install, and remove the temporary sign changes.

- The Special Event will be charged for this service.

## **Parking**

Event organizer shall provide a detailed parking plan that will accommodate the number of guests expected without interfering with normal use of parking lots.

- Approval for vehicles to park or drive on sidewalks, bike paths, or City-owned property will be included in the permit process.
- If parking is to be in an area not lined for parking, the Special Event must ensure there is adequate access for safety and fire vehicular access.
- City staff can revoke permission to use any City-owned grass lots if it is determined that use will cause damage.
- Events using private lots must obtain and provide the city with written permission from private lot owners.
- The Event Organizer shall provide temporary directional signage for event parking, reserved parking, and handicapped parking.

## **Shuttles**

- If shuttle transportation will be used, application must indicate the route, and pick-up/drop-off points for shuttle.
- The City shall require any outside shuttle contractor to provide proof of insurance and list the City as an additional insured.
- Any outside shuttle companies must comply with state and local regulations.

## **Signage**

The use of signage for events is regulated by the sign ordinance, specifically in section §907, §1173, and §1174 of the Loveland Code of Ordinances. Special Event applications must include location and description of all off-site signage.

- Events shall be entitled to a maximum of two off-site promotional signs and six directional signs.
- On-site Special Event signage is to be used ONLY for the duration of the event and during permitted setup and tear-down times and directional signs shall be installed no more than 24 hours immediately preceding the event and shall be removed within 24 hours following conclusion of the event.

- Off-site promotional and directional signs may not exceed six square feet in area and three feet in height.
- Off-site promotional signs shall not be displayed more than seven days immediately preceding the Special Event and shall be removed within three (3) days following conclusion of the event.
- Off-site signs shall not be illuminated.
- Prohibited sign locations include: any public right of way; any location where the view of approaching and intersecting traffic would be obstructed; any private property sites without prior written authorization granted by the property owner.

## Restrooms

Event organizer is required to provide a detailed sanitation plan including restroom access.

- The event organizer is responsible for providing and servicing portable restrooms during events when permanent facilities are not available or deemed not adequate by the Special Event Committee for the estimated size of attendance.
- The following formula will be used as a guide only; the committee will make final decisions based on each specific event needs. Events with alcohol will require at least 15% more restrooms:

ATTENDANCE	EVENT DURATION IN HOURS		
	1-3 hours	4-6 hours	6 or more hours
250	2	2	3
500	2	3	4
1,000	4	5	6
2,000	6	10	12
5,000	12	20	28

- Special events must include restroom provisions for people with disabilities.
- Permanent restrooms in City parks and facilities will be cleaned, repaired, and maintained by City staff. Fees will be incurred for this service if it is determined that use will cause need for cleaning and repair that is not in the normal routine.
- The city must approve locations of any temporary restrooms.

## Trash and Recycling

- Event organizers are responsible for maintaining the venue in a clean and orderly condition both during and after the event.
- Event organizers are required to remove all trash from City property and may be required to rent a dumpster.
- The cost of any litter clean up beyond normal daily routine will be charged to the Special Event.
- The city must approve locations of any rental dumpsters.
- Special Events must have a plan to handle grey water and grease removal. No grease or grey water shall be dumped on City property or into City waterways.
- Hazardous materials are prohibited from entering the trash for disposal at a sanitary landfill. It is the responsibility of the event organizer to identify proper disposal options and utilize them.
- Special Events are required to have a plan to handle recyclable materials.
- The following formula will be used as a guide only; the committee will make final decisions based on each specific Special Event needs.

	EVENT DURATION IN HOURS	
ATTENDANCE	1-5 hours	6 or more hours
up to 1000	5 yards	10 yards
up to 2,500	10 yards	20 yards
up to 5000	20 yards	30-40 yard

## Park Usage

To use a city owned park or facility:

- Special Events must pay all park rental costs.
- Special Events must follow all parks rules and regulations.
- The Special Event Review Committee can grant permission to use the parks in ways otherwise prohibited by ordinance. These must be indicated on application. Possible activities include:
  - Changing hours of operation

- Selling and/or consuming alcohol
- Selling services or goods
- Erecting or attaching signs
- Erecting and/or building structures
- Driving in or parking in a park not designated for these activities
- Parking vehicles in a closed park
- Event organizer shall return the park(s) to the same condition as it was before the event operation.
- Any excessive clean-up costs or repair costs will be billed to the responsible event.

## **Noise Violations**

The following regulations apply to permitted events:

- Events must indicate on their permit the types of noise that will result from their event.
- The Special Event Review Committee can place certain requirements on sound emanating from Special Events, including specific times of operation and overall sound level.
- The Loveland Division of Police and/or the City Manager or the City Manager's designee has the ability to cancel activities at any time at their sole discretion if the sound caused by an event is causing an unreasonable burden on surrounding residents or wildlife.
- Permission shall not be granted if the noise will be deemed to cause too much inconvenience for surrounding neighbors and/or businesses.
- If sound is expected to disrupt local residents or businesses, the Special Event Committee may require the event organizer to distribute a notification letter to all affected residents and businesses at least thirty (30) days prior to event. The letter and distribution list must be approved by the Special Event Committee prior to being mailed.

## **Tent Requirements**

Tents larger than one hundred twenty (120) square feet shall not be erected, maintained, or used without a permit from the Loveland Building and Zoning Department.

- Permit applications for tents must be submitted with permit payment to the Loveland Building and Zoning Department along with a site plan showing the proposed tent location.
- City Council will determine associated fees by ordinance.
- No Special Events with tents shall receive their Special Event Permit until the Loveland Building and Zoning Department confirms receipt of tent permit application.
- Each tent must have a minimum clearance of three feet surrounding it on all sides. In the case of multiple tents this means a total of six feet or more between each structure.
- Each tent must have a working fire extinguisher at the time of inspection and for the duration of the event.
- Tents may be staked on City property, but it is the responsibility of applicant to contact Ohio Utilities Protection Service (OUPS) at least 48 hours before tents are erected to mark area utilities. OUPS - 800-362-2764
- No holes shall be made in pavement to erect tents.
- A final inspection is required once the tent(s) are erected. Inspections must be arranged with Loveland Building and Zoning Department prior to the event.

### **Temporary Structure Requirements**

A permit for temporary structures (sales trailers, etc.) must be secured through Loveland Building and Zoning Department.

- Event organizer must submit layout drawings of the event site attached to the Special Event Permit Application with permit payment, or at a minimum of thirty (30) days in advance of the event in triplicate to Loveland Building and Zoning Department.
- Fees for permits are set by ordinance.
- Information required includes location of structure or modification of any building or structure.
- No events with temporary structures will receive their Special Event Permit until receipt of temporary structure permit application is confirmed.
- Field inspections will be required to verify installation in accordance with approved plans.

- Event organizer must contact Loveland Building and Zoning Department to schedule inspections at least 48 hours in advance of event setup.
- Setup must be ready for inspection by 1 p.m. on the day before the event.
- If the Special Event takes place on Sunday or Monday, the structure must be set up by 1 p.m. Friday.
- After hours and weekend inspections will be billed at an after-hours hourly rate for inspections needing to take place outside of normal business hours.

## **Amusements & Attractions**

Loveland Building and Zoning Department and Loveland-Symmes Fire Department must inspect all amusements and attractions, such as rides, inflatables, and haunted houses.

- Rides also need to be inspected by and follow all rules and regulation of the Ohio Department of Agriculture.
- Proof of insurance which includes listing the City of Loveland as an additional insured is required by ride operators.
- Horseback or pony rides are not permitted.

## **Temporary Electrical Requirements**

A permit for temporary electrical service must be secured through Inspection Bureau, Inc. Proof of final inspection must be submitted to the Loveland Building and Zoning Department.

- All electrical and construction work must be done by contractors registered to do business in the city.
- All outdoor extension cords must be 3-prong UL listed extension cords and placed in a manner as to not to create a trip hazard.

## **Fireworks Requirements**

Any fireworks display in the City of Loveland must be approved by the Special Event Review Committee.

- Permit for fireworks displays must be submitted by the fireworks manufacture.
- No events with fireworks will receive their Special Event Permit until the Special Event Review Committee receives the fireworks permit.

- The Loveland-Symmes Fire Department is responsible for approving fireworks sites.

## **Food & Beverage**

Events must ensure that all food and beverage services adhere to the regulations set by the Hamilton County Health Department.

- A list, including address and contact information, for all vendors and/or caterers who will be selling or providing food and/or beverages shall be provided to the City Manager's Office.
- A permit must be obtained from the Hamilton County Health Department if required by law.
- Licensed caterers must comply with all Hamilton County Health Department regulations. Health and licensing inspectors will visit the event and have the authority to close any food/beverage sales operation not in compliance with Health and Licensing regulations.
- All permits shall be clearly displayed.
- Ohio and Loveland Fire Codes do not permit cooking inside place of assembly tents.

## **Alcohol**

Events shall ensure that the sale of alcohol adheres to the regulations set by the State of Ohio and require the services of the Loveland-Symmes Fire Department Emergency Medical Services and Loveland Police Department.

- If the event location is on City property, a written request for the use of alcohol must be submitted to the City Manager for review at least 120 days prior to the event and after obtaining conditional approval for a Special Event Permit by the Special Event Review Committee.
- A Special Events liquor permit shall be obtained from the State of Ohio Liquor Control Department at least 15 days prior to the Special Event.
- A copy of the permit and/or the license application shall be attached to the Special Event application.
- When received, a copy of liquor permit shall be sent to the City of Loveland.
- If the event is sponsored or co-sponsored by the City of Loveland, or it is held on City property, a list must be submitted with the names of the alcohol servers.
- Certificate of Liquor Liability Insurance in the minimum amount of one million

dollars on an "occurrence" basis, naming the City of Loveland as an additional insured shall be provided to Special Events Committee at least thirty (30) days prior to event.

- Event organizers must comply with all Ohio laws.
- Any event that includes the sale of alcoholic beverages that is held on public property requires having a Loveland Police Officer present. The number of officers and EMS personnel required, and times will be determined by the Loveland Police Department and the Loveland Symmes Fire Department.