



# City of Warren, Ohio

## Event Application





## **William “Doug” Franklin, Mayor**

**Eddie L. Colbert, Director of Public Service & Safety**

Enzo C. Cantalamessa, City Law Director

Vincent S. Flask, City Auditor

Tom Letson, City Treasurer

### **MEMBERS OF COUNCIL**

James Graham, President of Council

#### **Members at Large**

John Brown Helen Rucker

Larry Larson (1st Ward)

Alford L. Novak (2nd Ward)

Greg Greathouse (3rd Ward)

Mark Forte (4th Ward)

Ken MacPherson (5th Ward)

Cheryl Saffold (6th Ward)

Ronald White (7th Ward)

### **CITY DEPARTMENTS**

Paul Makosky, Director  
Engineering, Planning & Building

Eric Merkel, Chief  
Police Department

Shalee Carney  
Purchasing Department

Michael Keys, Director  
Community Development

Franco Lucarelli, Director  
Water Department

Brian Massucci, Director  
Human Resources

Ken Nussle, Chief  
Fire Department

Edward J. Haller, Director  
Water Pollution Control

Jim Black, Manager  
Data Processing

Frank Tempesta, Superintendent  
Operations Department

Leann O’Brien, Manager  
Environmental Services



## *Mayor William “Doug” Franklin*

“A great city is one in which all citizens feel the warmth of community, the presence of safety and the pleasure of dignity.”

On behalf of the City of Warren I want to thank you for choosing our city to host your event.

Mayor William D. Franklin

## EVENT CONTACTS CITY DEPARTMENTS

DEPARTMENT	NAME	PHONE #	EMAIL
City of Warren	Cherie Celedonia Shalee Carney	330.841.2584 330.841.2609	cceledonia@warren.org scarney@warren.org
Assistant Event Coordinator	Preston May	330.727.6044	maintenance@warren.org
City Events Phone	Assigned Worker	330.717.4125	Only Works on the Day of Event
Operations	Rose Nelson	330.841.2641	rneslon@warren.org
Police Department	Captain Rob Massucci	330.841.2630	rmassucci@warren.org
Environmental Services	Leann O'Brien	330.841.2632	lobrien@warren.org
Water Department	Greg Dellimuti	330.841.2702	gdellimuti@warren.org
Engineering Department	Paul Makosky	330.841.2562	pmakosky@warren.org
Fire Department	Chief Ken Nussle	330.841.2541	knussle@warren.org
Health Department	Nick Karousis	330.841.2688	nkarousis@warren.org

## VENUE PRICING

(Update 6/5/2018)

<b>Venue Name</b>	<b>Rental Cost</b>	
Amphitheatre (For Profit)	\$500.00	Covers Permit Only
Amphitheatre (Non-Profit)	\$250.00	
Courthouse Square & Gazebo	\$50.00	Covers Permit Only
City Hall Gazebo	\$50.00	Covers Permit Only
Women's Park/Garden	\$50.00	Covers Permit Only
Block Parties	\$50.00	Covers Permit Only
Parade	\$50.00	Covers Permit Only
Street Closings *Major roads, approval by Director of Service-Safety	\$50.00	Cover Permit/if major roads other fee's may apply
Run/Walk	\$50.00	Covers Permit/One car from WPD
Tag Day (Fundraising for 501c3)	\$10.00	Cover Permit Only
Assemble/Canvas	\$50.00	Covers Permit Only
General Events (Larger Events)	\$50.00	Covers Permit Only

All permit costs are per day.

All fee's are non-refundable, however it can be transferred to another available date.

In order to receive the Charity 501(c) (3) pricing you must show proof of your certificate.

## ADDITIONAL FACILITIES

### CONTACT

#### City of Warren Operations Department

521 Main Ave. SW  
Warren, Ohio 44483  
330.841.2640

Office Hours  
Monday-Friday  
7:00 a.m.-3:00 p.m.

<b>Venue</b>	<b>Rental Cost</b>	
Packard Shelter House	\$250.00 Mon.-Thurs.  \$275.00-weekends and holidays	Covers Rental Only
Log Cabin	\$175.00	Covers Rental Only
Perkins Park Pavilions	\$50.00	Covers Rental Only
Packard Park Pavilions	\$50.00	Covers Rental Only
Quinby Park Shelter House	\$125.00 Mon.-Thurs.  \$175.00 weekends & holidays	Covers Rental Only

## **ADDITIONAL INFORMATION**

The purpose for the established of the Warren Community Events Packet is to enable the City to manage events while providing municipal services in an uninterrupted manner. By establishing guidelines, the City Administration is able to determine the feasibility of an event based on City Service demands. Events must be conducted within the requirements set forth by the Codified Ordinances of the City of Warren and the Event Organizers must be prepared to meet certain municipal criteria and associated cost.

### **COPYRIGHT INFRINGEMENT**

Any user, promoter, or permit holder utilizing the facilities, property or grounds of the City of Warren will assume all costs arising out of or from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes or dramatic rights used on or incorporated into any event. The user, promoter, permit holder shall insure that all licensing fees and ancillary costs are paid to the appropriate entity. Users, promoters, permit holders, and the like agree to indemnify, defend and hold the City of Warren, Ohio, harmless from any and all claims or costs including legal fees that may arise out of or from copyright infringement claims and/or lawsuits.

### **AMPHITHEATRE**-241 Mahoning Ave. NW

The Warren Community Amphitheatre is an open-air facility situated along the Mahoning River behind the Kinsman House on Mahoning Ave., in Warren, Ohio. The capacity of the theater is approximately 3,000 people. It is just a short walk from Courthouse Square and the downtown area.

Since 2004, the Warren Community Amphitheatre has played host to a wide variety of entertainment programs throughout the summer months. In 2006, the River Walk Stage house was constructed providing backstage facilities and a stage roof. The River Walk, Warren Community Amphitheatre, Kinsman House Grounds, City Hall located in the historic Perkins Mansion and Perkins Park, all interconnect to coordinate recreation, historic preservation, and cultural opportunities for residents and visitors.

Parking facilities at the Amphitheatre are directly behind the Kinsman House, then down the hill is a second parking lot. Across the street a parking area is provided by the First Presbyterian Church.

### **SALE OF ITEMS**

No food may be sold on municipally owned property without obtaining the proper license and permit, i.e. Vendor's License, Mobile Units, Food Service. Please call the Health Department at 330.841.2612.

### **ALCOHOLIC BEVERAGES**

All alcoholic beverages are prohibited in the Warren Community Amphitheatre, Square & Kinsman Grounds and shall not be sold, distributed or donated without the proper permits to do so issued by the Ohio Department of Liquor Control, 614.644.2360, and pursuant to the Ohio Revised Code Section 4303.

## **INSURANCE**

The sponsoring organization must provide an insurance policy for personal and property damage if utilizing any city owned venue's, city owned equipment, or for any other damage (s) that may occur. The indemnification agreement for the liability insurance shall be in the amount of one million dollars (\$1,000,000.00), naming the City of Warren as an additional insured entity and have provisions holding the City harmless from all civil liability associated with the event.

## **COSTS**

All costs incurred for the event at any city property will be at the expense of the sponsoring organization and/or individual. You will receive your total bill no later than sixty (60) days after your event (s) have ended.

## **SOUND SYSTEM, ALL PRODUCTION EQUIPMENT AND BACKSTAGE FACILITIES**

There must be a City of Warren employee present when the sound system, storage room, or other back room facilities are being utilized. The sponsoring organization will be responsible for all associated cost.

## **SECURITY**

The sponsoring organization/individual is responsible for providing security at all Warren City Venue's. Warren City Police are required at all City events.

## **STREET CLOSINGS**

It may be necessary for the City of Warren to close and open certain City streets, or provide barricades, sign, and/or safety lights for certain events at Warren City Venues. This will be determined by the City's authorized representative and a seventy-two (72) hour public notice is required.

## **WATER SERVICE**

A \$100.00 charge per 24 hour day is required.

## **ENVIROMENTAL SERVICES**

The City of Warren Environmental Services Department will provide trash receptacles and removal at the Warren City venue events.

## **FIREWORKS**

If fireworks are planned for an event the display company shall make application for a permit to the City of Warren's Fire Chief in accordance with City of Warren Codified Ordinances. A \$50.00 non-refundable fee is due at the time of application. **Final approval is given by the Director of Safety and Service**



## IMPORTANT INFORMATION

There is NO PARKING on grass at Courthouse Square. You may use the two sidewalk drive-ups and drop off and park on the street or parking deck. Trailers may only be left on grass. If you are found parking on the grass you will be fined \$100.00 per vehicle, per day. This includes festivals, parties, etc.

\*Sidewalk drive-ups are on Market St. and High St.

There will be a \$100.00 minimum clean-up charge for any venue left with garbage, destruction to property, etc.

A fully completed event packet and certificate of indemnification insurance must be received by the City of Warren in order for your permit to be processed. The submission of documents do not guarantee the city granting a permit.

I have read the above information and have received a copy for my records and agree to follow the rules set forth by the City.

---

Organization/Sponsor Signature

---

Date

# SPECIAL EVENTS APPLICATION

## CITY OF WARREN, OHIO

### LOCATION

\_\_\_ Amphitheatre \_\_\_ Courthouse Square \_\_\_ Women's Garden \_\_\_ Kinsman House Ground

\_\_\_ City Hall Gazebo \_\_\_ Block Party \_\_\_ Parade \_\_\_ Run/Walk

\_\_\_ Other-Description: \_\_\_\_\_

### EVENT INFORMATION

Event \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Start Time (Daily) \_\_\_\_\_ am/pm End Time (Daily) \_\_\_\_\_ am/pm

Set-up Start Date \_\_\_\_\_ am/pm Tear End Date \_\_\_\_\_ am/pm

Set-up Start Time \_\_\_\_\_ am/pm Clean-up Completed \_\_\_\_\_ am/pm

### EVENT CONTACT INFORMATION

Organization/Sponsor of Event \_\_\_\_\_

Contact \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

City of Warren  
391 Mahoning Ave. NW  
Warren, Ohio 44483  
330.841.2584 or 330.841.2609  
[cceledonia@warren.org](mailto:cceledonia@warren.org) or [scarney@warren.org](mailto:scarney@warren.org)

## OPERATIONS DEPARTMENT

An Operations Department employee must be present at your event if you need in a building, have electrical hook-up, road closings, use of sound system at the amphitheater etc.

Once your event is set-up, our employee is not required to sit at your event. If something comes up during your event that requires assistance, please make sure you keep the City Events number on hand 330.717.4125.

Cost can be up to \$45.00 an hour minimum, with four (4) hour minimum, per worker.

---

Organization/Sponsor Signature

---

Date

---

Operations Department

---

Date

## POLICE DEPARTMENT

Regardless of the duration or size of the event, the presence of a Warren City Police Officer is mandatory during the hours of operation, unless otherwise waived by the representative at the meeting, Director of Service and Safety or the Mayor. The officer will be furnished by the event organizers, at their expense.

Private security will only be used during the non-operational hours and furnished by the event organizers at their expense.

If alcoholic beverages are to be served during this event, the presence of an additional Warren City Police Officer is mandatory. This will be done at the expense of the event organizers.

The cost for a Warren City Police Officer is \$30.00 an hour with a minimum of four hours. Police are to be paid at a minimum of two (2) weeks prior to the event. All payments must be paid in cash or money order. If payment is not received within the time allotted your event is subject to cancellation. Please contact Captain Rob Massucci at 330.841.2630 for scheduling and payment arrangements.

Total number of Warren City Police Officers at an event is subject to the Chief of Warren City Police Department or his designee.

\_\_\_\_\_  
Organization/Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Department Signature

\_\_\_\_\_  
Date



# ALCOHOLIC BEVERAGE REQUIREMENTS

Alcoholic beverage or intoxicating liquors of any type, shall not be sold, distributed or donated without the proper permits to do so as issued by the Ohio Department of Liquor Control as listed hereafter and pursuant as stated in the Ohio Revised Code Section 4303.

**THE OHIO DEPARTMENT OF LIQUOR CONTROL  
2323 WEST FIFTH AVE.  
COLUMBUS, OHIO 43266-0701  
(614) 644.2360**

All alcoholic beverage sales and consumption will be confined to a predetermined fenced in area. No alcoholic beverages will be sold, consumed or be permitted outside of the specified area.

Abuse of alcohol policy will be grounds for termination of event.

A copy of the license from the State **MUST BE RECEIVED** in the Director of Public Service and Safety's office no later than week prior to the event. If the copy is not received no alcoholic beverages will be permitted at the event.

\_\_\_\_\_  
Organization/Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Department Signature

\_\_\_\_\_  
Date

## HEALTH DEPARTMENT

A food service application must be obtained by EACH vendor. Each food vendor that participates in the event must make an appointment with the Health Department if they need a temporary food license, this must be done a minimum of 10 days prior to the event, in accordance with the Ohio Administrative Code, to the City Health Department. Failure to notify, include, or submit applications on time will be grounds for refusal of participation of vendor (s) in said event. There will be no exceptions.

**To get your temporary license you must call and make an appointment a minimum of four days prior to your event. Applications are only taken Monday through Friday 7:30 am-9:00 am, by appointment only.**

**CITY HEALTH SANITARIAN  
258 E. MARKET ST  
WARREN, OH 44481  
330.841.2595**

## PORTABLE RESTROOM FACILITIES

Are you providing portable restroom facilities for your event YES / NO

Placement location \_\_\_\_\_

Number of portable restrooms being delivered \_\_\_\_\_

Arrival Date \_\_\_\_\_ Removal Date \_\_\_\_\_

\*Portable restrooms must be removed from City Property within 24 hours of the end date and time of the event. If not, the event sponsors/organization will be fined \$50.00 per day they are left on City property.

By signing this I understand the above statement and agree to comply.

\_\_\_\_\_  
Organizational Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Department

\_\_\_\_\_  
Date

## **HEALTH DEPARTMENT**

### **INFORMATION FOOD SERVICE LICENSE STAND**

A temporary food service operation is one that is operated at an event such as a festival for no more than five consecutive days. You must be in compliance with the following Ohio Administrative Laws pertaining to a temporary food service license prior to setting up a food stand at any event.

1. Submit an application for approval to the Warren City Health District a minimum of **THREE (3) DAYS PRIOR** to the event. Licenses must be purchased by Wednesday of the week of the event.
2. Provide a menu of foods to be prepared and serviced. Foods can only be prepared on site or at a licensed kitchen. Foods may not be prepared at home.
3. Each refrigerated unit must have a thermometer to ensure that foods are maintained cold at 41 F or less. You may substitute an ice chest if electric not available.
4. Provide a metal stem thin probe thermometer (Comark PDT 300) with a range of 0 F to 240 F or higher to ensure that all foods are cooked to the correct temperature (Vegetables 135 F, Seafood 145 F, Beef and Pork 155 F, Poultry 165 F) and maintained hot at a minimum temperature of 135 F
5. Provide two containers for hand washing. Soapy water in one container and clear rinse water in the other. All wastewater must be emptied in the sanitary sewer.
6. Provide three (3) containers to wash, rinse and sanitize utensils, etc.
7. All foods and items used in the food service operation must be stored a minimum of six inches (6") above the floor or ground.
8. Provide test papers to measure the amount of chemical sanitizer. Chlorine is acceptable at a concentration of 50 to 200 parts per million (one teaspoon per gallon of water).
9. Provide a container with water and sanitizer for wiping tables, counters, and all food contact surfaces.
10. All waste receptacles must have plastic liners and lids.
11. Food employees must wear a hair restraint such as a hair net or a hat when working with exposed food. Ponytails, braided hair, and bangs must be tucked under the hat.
12. When handling ready-to-eat foods all food employees must wear food grade gloves. Examples of ready-to-eat foods would be any food that does not require further cooking such as rolls, hot dog and hamburger buns, onions tomatoes, etc.
13. Any person working with food shall not wear jewelry on their hands, wrists or arms. No rings with mounted stones, watches, or bracelets. A plain wedding band or a medical alert bracelet are acceptable.
14. All wastewater shall be directed by a hose or emptied directly into the sanitary sewer.
15. A person in charge must be present during all hours of operation. This person must demonstrate knowledge of safe food practices.

## ENVIRONMENTAL SERVICES DEPARTMENT

The Environmental Services Department will provide trash removal if so desired by the event committee. All fees and the explanation of fees, times, dates and scheduled pick-ups will be explained at the event meeting.

Event site maintenance and cleanup is the sole responsibility of the event leadership. All trash, garbage, refuse, etc. should be deposited in appropriate containers and placed in the dumpster for pickup. Waste grease and/or cooking oil must be disposed of in separate containers supplied by the event organizers. Cooking grease and/or oil cannot be disposed of in the City Environmental Services Dumpsters or in the City Sewer System.

**The final bill will be determined once the event is complete and will be included in your final billing invoice. If you get twelve (12) toters or less you will be charged a flat fee of \$50.00.**

Total Dumpsters Requested \_\_\_\_\_

Total Toters Requested \_\_\_\_\_

If the event has other arrangements for refuse service, please indicate arrangements here:

Name of Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Organization/Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Environmental Services Department

\_\_\_\_\_  
Date



## WATER DEPARTMENT

The City will provide water from the nearest fire hydrant, using a reduction adapter supplied by the city. The adapter will accommodate standard size recreation vehicle type hoses. The adapters will be installed and removed by the City Water Department during normal work hours.

It is the sole responsibility of the event organizer for the distribution of water throughout the grounds with the appropriate materials supplied by the event or its participants.

**A flat fee of \$100.00 per day will be charged.**

Installation Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

Removal Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

\_\_\_\_\_  
Sponsor/Organization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Water Department

\_\_\_\_\_  
Date

\_\_\_\_\_ Waived (Water Representative Initials)

## ELECTRIC SERVICE REQUEST

The event organizers will be responsible for the payment of electricity used during their event. It is understood that the event organizers will be responsible for the distribution of electrical power throughout the event using proper wiring and methods meeting the Ohio State Electrical Code and electrical code of the City of Warren. All connections and distributions will be subject to approval of the City's Electrical Inspector.

All electrical disconnects WILL be completed correctly by the licensed event electrician with two (2) hours after the official closing time of the event. It is the responsibility of the licensed event electrician to ensure that all city electrical panels are properly secured. **NO EXCEPTIONS!!**

**The City will provide electric connection. The charges are \$75.00 per 24 Hour Day.**

### Licensed Electrical Contractor Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

By signing below, you understand the daily cost for electricity, and you must contact the City of Warren Engineering, Planning and Building Department at 330.744.5238 to schedule your electrical inspection.

540 Laird Ave. SE Warren, Ohio 44484  
Paul Makosky, Director of Engineering, Planning and Building  
Chris Taneyhill, Chief Building Official

Re-Inspection Fees are:

Commercial \$56.65

Residential \$50.50

\_\_\_\_\_  
Sponsor/Organization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engineering Department

\_\_\_\_\_  
Date

# FIREWORKS APPLICATION CITY OF WARREN, OHIO

Name of Event: \_\_\_\_\_

Date of Fireworks Display \_\_\_\_\_ Start Time \_\_\_\_\_ am / pm

Location of Fireworks Set-Off: \_\_\_\_\_

Host of Fireworks: \_\_\_\_\_

Fireworks Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- \* No explosives shall be stored within the corporation limits prior to the actual day of the display.
- \* An on-site inspection of the shooting site shall be required prior to display by an officer of the Fire Prevention Bureau
- \* The display company shall complete this application for a permit to be issued. All forms must be turned in thirty (30) days prior to the display date.
- \* Copy of current state license must be submitted with this form.
- \* A permit fee of \$50.00, payable to the City of Warren

\_\_\_\_\_  
Sponsor/Organization Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Department \_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Public Service and Safety \_\_\_\_\_  
Date



# CITY OF WARREN, OHIO

## REQUIREMENTS FOR PUBLIC TENTS

Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

### EXCEPTIONS:

1. Tents used exclusively for recreational camping purposes
2. Tents open on all sides which comply with all of the following:
  - 2.1 Individual tents having a maximum size of 700 square feet
  - 2.2 The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
  - 2.3 A minimum clearance of 12 feet to all structures and other tents.

**OHIO FIRE CODE SECTION 2403.2 AND 2403.4** Use period for temporary tents or membrane structures shall not be erected for a period of more than 180 days within a 12-month period on a single premises.

**OHIO FIRE CODE SECTION 2403.5** A copy of the flame resistant label must be submitted to the fire official.

**OHIO FIRE CODE SECTION 2404.3 (DO NOT REMOVE TENT LABELS)** A drawing, showing all aisles, exits, extinguisher placement, and general contents, must be submitted to the fire official.

**OHIO FIRE CODE SECTION 2403.6** A minimum of (2) separate exits at least 36 inches in width must be maintained at any time the occupancy load exceeds (9). The travel distance from any point in the tent to an exit may not exceed 100 feet. If greater than 100 foot travel distance, additional exits will be necessary.

**OHIO FIRE CODE SECTION 2403.12.1 -EXIT SIGNS** Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

**OHIO FIRE CODE SECTION 2403.12.6-EXIT SIGN ILLUMINATION** Exit signs shall be either listed and labeled in accordance with UL 924 as listed in rule 1301:7-7-47 of the Administrative Code as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaires.

**OHIO FIRE CODE SECTION 2403.12.7** All aisles must maintain at least 44 inches in width .

**OHIO FIRE CODE SECTION 2403.12.5** No open flames may be used inside tent our outside within 20 feet

**OHIO FIRE CODE SECTION 2404.7** The area surrounding the tent must be clear of all combustibles, flammables, and vegetation to a distance of 30 feet.

**OHIO FIRE CODE SECTION 2405.5 AND 2404.21** A minimum of one fire extinguisher with at least (two) 2—A: 10-B:C rating must be properly mounted in an accessible location. All extinguishers are required to be serviced and tagged annually.

**OHIO FIRE CODE SECTION 2404.12** No smoking is permitted in or within 20 feet of the tent at any time. (Post “NO SMOKING” signs inside and outside the tent)

**OHIO FIRE CODE SECTION 2404.6** Separation of generators shall be a minimum of 20 feet from tents or membrane structures and isolated from contract by fencing, enclosure or other approved means.

### **OHIO FIRE CODE SECTION 2404.19**

The above is a partial listing of the tent requirements listed in Ohio Fire Code. Additional information can be obtained from the Fire Code Official upon request.

**WARREN CITY FIRE DEPARTMENT**  
**FIRE SAFETY REQUIREMENTS FOR FESTIVALS AND SPECIAL EVENTS**

**A. BOOTHS, TRAILERS AND CONCESSION SITES**

1. Vendors will be available for Fire Safety Inspection between 3 pm—5 pm on opening day of event.
2. Electrical inspections will be completed by the City Electrical Inspector.
3. Mobile concession units (self-contained, pull-behind) must have an approved ground rod with approved wire and approved connectors. Wire wrapped around a ground rod is not acceptable.
4. All electrical equipment and/or appliances used in any booth, trailer, display, etc., must be underwriters Laboratories (UL) listed.
5. Propane Requirements:
  - a. Generally, a maximum of 200 lbs. of propane will be permitted per site. Higher volumes may be considered but must be approved in advance by the Fire Chief.
  - b. Tanks must be securely and properly fastened (no bungee cords or rubber straps) and protected from damage.
  - c. All tanks must have current hydrostatic testing status clearly visible. All connectors and hardware must be properly routed and in good condition.
  - d. The refilling or transfer of product to or from propane tanks is strictly prohibited on-site and may only be done at licensed facility.
6. Fire extinguisher requirements:
  - a. Each site must have at least one ABC Fire extinguisher, unless fryers are present.
  - b. Where fryers are present, a K-Guard extinguisher is required in place of the ABC extinguisher.
  - c. Fire extinguishers must be current in their certification. Extinguishers that have been partially discharged are not acceptable. When possible, fire extinguishers should be permanently mounted.
7. Tents, canopies and air-supported structures:
  - a. Any tent, canopy, or air-supported structure in use shall be constructed of flame-resistive materials or materials treated to render the item flame-resistive. Vendor must show a certificate of flame resistance (a tag or documentation from a recognized independent testing agency or national fire safety organization) for any such structure before it may be used.
  - b. Free-standing portable fryers, portable grills, or any other heat-producing devices that are to be used within such approved structures must still maintain safe clearance from roof and walls as determined by the Fire Safety Inspector.
  - c. Any approved tent or awning in which cooking will take place shall have two sides open to allow for emergency exit and ventilation.
8. No equipment shall be attached directly to any fire hydrant other than the water tap supplied and authorized by the City of Warren Water Department
9. Each vendor shall have approved containers for waste and must provide the care necessary to present a neat and orderly appearance to prevent possible fire and safety hazards.

**B. CAMPFIRES, BONFIRES AND OPEN BURNING**

1. Pursuant to the City of Warren Fire Code, no open burning is permitted within the city without a permit from the Fire chief.

**C. FIRE LANES**

1. The minimum width for fire lanes shall be no less than eighteen (18) feet, unless otherwise specified by the Fire Chief or his delegate.

## INDEMNIFICATION

The organizer/licensee shall, and hereby expressly binds itself to, release, protect, defend, indemnify and save and have absolutely harmless the City of Warren (including the City of Warren itself and its past, present and future divisions, departments, boards, agencies, branches, officers, representatives, officials, agents, attorneys, employees, servants, and assigns) against all claims, damages, losses, expenses (including attorney's fees), and description whosoever brought against the City of Warren (or any of the aforementioned affiliates of the City of Warren) arising out of or resulting from the Event (s), provided that any such claim, damage, loss, expense, demand, suit, action or proceeding is caused by or results from, in whole or in part, any negligent or willful act or omission of the organizer/licensee or any party directly or

indirectly employed by the organizer/licensee, or anyone for whose acts the organizer/licensee may be liable, regardless of whether or not it is caused in party by a party indemnified hereunder.

Organizer/licensee, at its sole cost and expense, and prior to commencement of the Event (s), shall procure and maintain at all times during the Event (s), **general and public liability insurance covering liability assumed by organizer/licensee with a limit of not less than Five Hundred Thousand Dollars (500,000.00) for all City Facilities except for the Amphitheatre which is One Million Dollars (\$1,000,000.00) for personal injury and property damage. The City of Warren shall be named as an additional insured for purposes of such insurance.** Organizer/licensee shall furnish the City's Director of Public Service and Safety with a certified copy of said liability insurance policy, showing the type, amount, class of operations covered, effective dates and date of expiration of policy. The policy shall also be endorsed to provide for thirty (30) day notice to said Director of Public Service and Safety prior to termination of, change in, the coverage provided. Furnishing of this insurance by organizer/licensee shall not limit organizer/licensee's liability but shall be additional security.

Insurance Company Name: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Sponsor/Organization Signature

\_\_\_\_\_  
Date

Insurance Received \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
INSURER D:		
INSURER E:		
INSURER F:		

# Sample

COVERAGES . CERTIFICATE NUMBER: . REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is included as an additional insured in accordance with the terms and conditions of the general liability policy.

**Must be included on Certificate of Insurance**

CERTIFICATE HOLDER . CANCELLATION

City of Warren 391 Mahoning Ave NW Warren, Ohio 44483	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
---	---