



SPECIAL EVENT POLICY AND PROCEDURES

Event Planning Guide

City of Miamisburg

10 North First Street
Miamisburg, OH 45342

(937)866-3303
play@cityofmiamisburg.com



CITY OF MIAMISBURG
PARKS & RECREATION

Special Events Policy and Procedures

General Policy Statement

The City of Miamisburg plans, develops, coordinates, sponsors, co-sponsors and implements as well as encourages its residents and businesses to do the same for special events that enhance the quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors and contribute to the dynamic atmosphere of the community.

To facilitate the use of City-owned, leased or managed parks or recreation facilities and any public property, the City has established Ordinances, Policies and Procedures to ensure the success of such events. These are designed to ensure the success of such events by providing a system for advanced planning, standard information, basic ground rules and a formalized special event permit process that allow special event organizers to achieve the mutual goals, maximizing the events impact on the community and minimizing the burden of the event on the community.

It is the purpose of this policy and related procedures to regulate Special Events help within the City of Miamisburg so that such events can occur with the health, safety and welfare of the participants in mind, the protection of public property considered, and the impact of non-participating residents and business minimized.

The City of Miamisburg recognizes that the Parks and Recreation department plays the lead role in permitting special events within the community and that there are other governmental and non-governmental agencies whose interests should be considered during the event planning and permitting process. Approval from other entities may be required to complete the City of Miamisburg Special Event Permit approval process. The City of Miamisburg has jurisdiction over public parks, roadways and property. Events utilizing the Great Miami River, or the Great Miami River Recreational Trail require additional approval/permits from the Miami Conservancy District and/or the Five Rivers Metroparks. It is the responsibility of the event organizer to ensure that all applicable rules are followed and authorizations of are receive for spaces outside of the City's jurisdiction.

Special Events Contact

Rachel Goforth

Rachel.Goforth@Cityofmiamisburg.com

937-847-6437



What is considered a Special Event?

Any festival, concert, parade, running/walking event, public performance or announced public gathering held on a public street, right-of-way, or property of the City or events that require the closure of a public street require a special event permit. Any activity conducted in a public park, or parades and running/walking events that are conducted within the right-of-way but do not require the closure of a public street also require a special event permit.

A Special Event is defined, and a Special Event Permit is required if your event meets any of the following criteria:

- Any public gathering (defined as more than 75 in attendance) on a public street or public property within the City limits
- The anticipated number of participants/attendees will limit or impede general public access
- Over five (5) 10ft. x 10ft. pop-up tents or a single tent larger than 200 sq. ft.
- Bounce House, Large Inflatables or other Amusements
- Amplified sound beyond a personal/Bluetooth speaker
- Fireworks, Pyrotechnics, or other Flame affects under ORC 3743.54
- Alcohol Sales under ORC 4303
- Vendors, Sale of Goods or Food Service
- Closure of a public street
- Exclusive or designated use of waterway, trail, or other recreation amenity
- Market/Showcase/Performance within a public park, on public property or in a public street
- Events with City-wide marketing, promotion, social media postings or other communications

Typical special event types:

- Races, Runs & Rides (gathering, starting, finishing or using public property)
- Concerts, Performances & Productions (on public property)
- Festivals or Carnivals
- Markets or Sales
- Fireworks Events
- Parades

First Amendment Activity

Special events sometimes attract First Amendment or free speech activity which is the right of persons and groups to peaceably assemble. Persons and groups engaging in First Amendment-related activities have the right to:

- Organize and participate in peaceful assemblies to express their political, social, or religious views in a peaceful manner which can include collecting signatures, demonstrations, or other similar gatherings in public areas.

The City of Miamisburg is responsible for managing First Amendment activities taking place on public property or when a large attendance is anticipated. When an event is designed as a First Amendment activity or is anticipated within or at another event, the City of Miamisburg will discuss the planning and logistics surrounding the activity and may make suggestions to ensure the safety and rights of all are protected. Ultimately, the manner in which the activity will be managed depends on a number of factors including how the special event is organized, the location and venue configuration of the event, the number of people involved, the type of protest activity anticipated, and the city resources available to manage the overall scope of activities.

What does it cost to submit an Event Permit Application?

Application Fees for Special Event Permits and event consideration are tiered based on the following criteria:

- Level of affiliation to City, City Departments and/or programs
- City residency
- Level of broad base benefit for Miamisburg residents

Application Fees and Approval of requests for use will be evaluated based on the Event Organizer's classification in the following order:

- Category A: City Departments, Events, Programs and Official City Boards and Commissions with an organized governing board and organizational bylaws.
- Category A-1: Event Organizers with a current, fully executed partnership, facility-use or event coordination agreement.
- Category B: Non-profit organizations with official mailing located within Miamisburg corporate limits.
- Category C: For-profit organizations or residents located within Miamisburg corporate limits with direct benefit going to a non-profit organization that is located within Miamisburg corporate limits (fundraiser).
- Category D: Requests by Miamisburg residents and businesses for private use that are within the Miamisburg corporate limits without direct benefit going to a for-profit organization or with direct benefit going to an individual resident of Miamisburg.
- Category E: Other organizations, groups or individuals that do not qualify for Categories A - E status.

Applicant Category	Application Fee Per Event*
Category A, A1	\$0
Category B	\$50
Category C	\$100
Category D	\$200
Category E	\$300

* Application fees are due for each event application. Recurring events, defined as those requests with the generally same event occurring over multiple days or on multiple occasions (up to 4) per year fall under a single application. If there are multiple events or significant alterations in event design, logistics or support needed, a separate application fee may be required.

Special Event Permit Process

Pre-Permit Phase

- Special Events Guidebook and FAQ
 - Potential event organizers should review these documents which will provide guidance on the application process, planning a successful event and answer common questions in the event permit process.

Permit Phase

- Initial Permit Application
 - The application contains necessary information to perform an initial review of the event. **MUST BE COMPLETED** according to timeline below with the following items:
 - Complete Application
 - Application fee
- Initial Review by Parks & Recreation Department Staff (Conditional Approval)
- Planning and Review Meeting with Event Organizer
- Submission of Event Management Documents by Event Organizer that include:
 - Communication & Information Plan
 - Emergency Action Plan
 - Insurance & Hold Harmless Information
 - Logistics and Implementation Plan
 - Site Plan & Event Layout
 - Traffic Control Plan
 - Waste Management Plan
- Depending on the event request, the following may be required:
 - Alcohol Control Plan
 - Fireworks Plan
 - Food & Beverage Vendor Plan
 - Entertainment Plan
- Parks and Recreation Department Review
- City of Miamisburg Support and Response Services Meeting
 - Police, Miami Valley Fire District, Public Works, Engineering, City Manager's Office
 - City/MMA/Miamisburg Event Committee Review
- Outside Entities Permitting/Authority (if needed)
 - Miami Conservancy District, etc.
- Final Permit Approval

Preparation Phase

- Event Final Planning & Logistics
- Partnership & Cost Sharing Agreements (if needed)
- Communication with Support Partners

Event Implementation & Review

- Event Execution
- Review & Evaluation

Criteria for Approval/Disapproval

In issuing a permit for a special event, the City considers whether:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area (e.g. athletic fields, picnic areas, etc.);
5. The event does not unreasonably interfere with or substantially limit public access to public property or private businesses;
6. The Applicant's apparent ability to execute the event;
7. The Applicant's ability to obtain the appropriate insurance and outside approval (when necessary);
8. The event unreasonably conflicts with other scheduled programs, special events or gatherings in the community; and
9. All permit requirements, plans and documents have been submitted and criteria met.

Required Approvals/Appeals Process

The application review process begins when the City's Parks and Recreation Department has received a completed application. Applications and related planning efforts and documents for special events must be approved by all appropriate departments, including but not limited to the Parks & Recreation Department, Police Department, Public Works Department, Development Department, City Engineer's Office, Miami Valley Fire District, City Manager's Office and City Council (where required). In the event that an application is denied by the City, the applicant may appeal to the City Manager's Office in writing within five (5) days of denial. The decision of the City Manager is final.

Application and Event Planning Timeline Requirements

1. **General events without any of the elements listed below in #2-4**
 - a. Initial Application submitted 30 days in advance of the event
 - b. Plan and Required Documents must be submitted 21 days in advance of event
 - c. Final approval will be determined at least 14 days in advance of the event*
2. **Events with Road Closures**
 - a. Initial Application submitted no less than 90 days in advance of event
 - b. Plan and Required Documents must be submitted 45 days in advance of event
 - c. Final approval will be determined at least 30 days in advance of the event*
3. **Festivals, Carnivals or large-scale events**
 - a. Initial Application submitted no less than 180 days in advance of event
 - b. Plan and Required Documents must be submitted 90 days in advance of event
 - c. Final approval will be determined at least 75 days in advance of the event*
4. **Events with Fireworks, Pyrotechnics or other Flame Elements**
 - a. Initial Application submitted no less than 180 days in advance of event
 - b. Plan and Required Documents must be submitted 90 days in advance of event
 - c. Final approval will be determined at least 75 days in advance of the event*
5. **Events with Alcohol Sales**
 - a. Initial Application submitted no less than 180 days in advance of event
 - b. Plan and Required Documents must be submitted 90 days in advance of event
 - c. Final approval will be determined at least 60 days in advance of the event*

*The City recognizes that in planning and executing Special Events some logistics and preparation elements may not align with the timeline requirements of the permit process, this timeline is designed to allow for proper preparation, review and approval to be done in advance so that the event organizer can be assured in the status of their event, while balancing the effort required to plan and organize an event within final and/or official approval. In addition, these timelines take into consideration the time and planning requirements for City Review, City Council Review (when required) as well as outside entity review and approval.

Event calendar, and public outreach efforts

Through the Special Event Process, event organizers, including those who do not meet the requirements of requiring a special event application may be included within the “What’s Happening in Miamisburg”, Event Calendar, or other publications disseminated to the public. Certain Fees for Special Event Marketing are tiered based on the following criteria:

- Level of affiliation to City, City Departments and/or programs
- City residency
- Level of broad base benefit for Miamisburg residents

Application Fees and Approval of requests for use will be evaluated based on the Event Organizer’s classification in the following order:

- Category A: City Departments, Events, Programs and Official City Boards and Commissions with an organized governing board and organizational bylaws.
- Category A-1: Event Organizers with a current, fully executed partnership, facility-use or event coordination agreement.
- Category B: Non-profit organizations with official mailing located within Miamisburg corporate limits.
- Category C: For-profit organizations or residents located within Miamisburg corporate limits with direct benefit going to a non-profit organization that is located within Miamisburg corporate limits (fundraiser).
- Category D: Requests by Miamisburg residents and businesses for private use that are within the Miamisburg corporate limits without direct benefit going to a non-profit organization or with direct benefit going to an individual resident of Miamisburg.
- Category E: Other organizations, groups or individuals that do not qualify for Categories A - E status.

Applicant Category	Advertising Web & Print Fee Per Event*	Advertising Web Only Fee Per Event*
Category A, A1	\$0	\$0
Category B	\$100	\$25
Category C	\$200	\$75
Category D	\$300	\$100
Category E	\$500	\$200

* Application fees are due for each event application. Recurring events, defined as those requests with the generally same event occurring over multiple days or on multiple occasions (up to 4) per year fall under a single application. If there are multiple events or significant alterations in event design, logistics or support needed, a separate application fee may be required.

Special Events Planning Guide

General Information

The following elements are covered in detail to assist Event Organizers in planning a successful event within the City of Miamisburg. While this planning guide is intended to assist as much as possible, it may not be comprehensive of all elements of planning an event and may not represent every consideration required of each event organizer. The purpose of the Initial Review Meeting with City Staff is designed to confirm important requirements and considerations needed for each event based on the intention of the Event Organizer.

Elements covered in this event planning guide:

Process, Locations and Elements

1. Event Process and Timeline
2. Event Locations & Types Permitted
3. Road Closure Requirements
4. Fireworks, Pyrotechnics and Flame Elements Requirements & Permitted Locations
5. Alcoholic Beverage Sales & Distribution Requirements & Permitted Locations
6. Festivals, Carnivals or large-scale events Requirements

General Information

- | | |
|--------------------------------|-------------------------------|
| 1. Animals | 10. Ground Markings |
| 2. Athletic Events | 11. Hours of Operation |
| 3. Block Parties | 12. Marketing & Communication |
| 4. Cancellation | 13. Parades |
| 5. Damages | 14. Park Rules & Regulations |
| 6. Electrical / Water Services | 15. Stages |
| 7. Entertainment | 16. Tents |
| 8. Event Management Plan | 17. Weddings |
| 9. Food and Beverage | |

General Information

Event Process and Timeline

All event organizers submitting an event permit application must follow the timeline for their specific type of event. The goal of this process is to help make the coordination of your event in Miamisburg as seamless as possible. The event process and timeline ensure that there is ample time for you to plan a successful event. Large and / or first year events often need more time to plan than smaller, seasoned events. It is important that you consult with our department as soon as your event plan starts developing.

Event Locations & Types Permitted

An event permit is required to hold events such as festivals, parades, run, walks and other large-scale events on public rights of way (City streets, sidewalks, alleys, or easements). Permits are also required to hold outdoor public events on City-owned properties such as parks and trails. If you are unsure if your event requires an application, please contact our Event Management Team to discuss.

For a list of event locations, please visit:

https://www.playmiamisburg.com/parks_facilities/

Road Closure Requirements

All road closures within the City of Miamisburg require the approval of City Council and a review from public works. Keep in mind not all roads can be closed, and your event may need to be modified.

Fireworks, Pyrotechnics, and Flame Elements Requirements & Permitted Locations

Fireworks or pyrotechnics are not permitted in our parks unless a general liability insurance certificate is provided, and approval is obtained from the appropriate division of law enforcement. The certificate must list the City of Miamisburg as additionally insured. The minimum limit of liability per claim and aggregate is \$1,000,000. These requests should be submitted a minimum of 180 days prior to the anticipated event date.

Alcohol Beverage Sales & Distribution Requirements & Permitted Locations

Ohio's Liquor control laws contain special provisions designated to allow non-profit organizations to obtain temporary permits to sell or serve alcoholic beverages at special events. The most widely used are the "F" and

"F-2" permits. Temporary liquor permits cannot be issued to for-profit entities. A permit is required if a qualified organization intends to provide beer, or liquor either for sale by the drink or through the use of an entrance fee or cover charge.

The following security measures apply to all Alcohol Consumption Areas:

- Patrons must show proof of age and then be issued a wrist band before they can purchase alcohol.
- The alcohol consumption area must close at the same time as the event.
- Security is required for sale of alcohol.
- For specific information regarding permits required by the State of Ohio please visit, <https://codes.ohio.gov/ohio-revised-code/chapter-4303>

Designated Outdoor Refreshment Area (DORA)

The Designated Outdoor Refreshment Area (DORA) is a specific area spanning several streets, where patrons can purchase alcoholic beverages from participating businesses and then take those drinks outside to enjoy. With a DORA beverage you can explore Miamisburg, its retail establishments, or enjoy your evening in Riverfront Park. Visit <https://miamisburgdora.com/> for a map of the included area.

Festivals, Carnivals or large-scale events Requirements & Permitted Locations

Festivals, Carnivals, and large-scale events are permitted in Riverfront Park, Community Park Learning Center, and Veterans Park. These requests should be submitted a minimum of 180 days prior to the anticipated event date.

General Information

Animals

The use of animals for parades and other special events is permitted.

The event organizer is required to plan for and provide any cleanup services required from the inclusion of animals within a special event or parade. Additional requirements may exist pertaining to liability and hold harmless documentation with the inclusion of animals in the event.

Leashed pets are permitted in public parks and open spaces. Service animals will be allowed to accompany individuals with disabilities. Service animals must be under harness/leash/tether unless doing so interferes with its work for the person with a disability, in which case they must be under voice control.

Athletic Events

If you intend to execute a run/race in the City of Miamisburg, it cannot be scheduled 30 days before or 30 days after our city sponsored runs/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. Use of the Great Miami Riverway for your race will need an additional permit. This area includes river and bike trail. To obtain that permit, please contact <https://www.mcdwater.org/i-want-to/host-an-eventactivity-on-the-river/>. The City will establish the number of staff members and barricades necessary to properly execute these events. The route and the numbers of units will determine the number of officers required. The City has the authority to mandate all routes and positions to provide for the safety of Miamisburg residents and event participants.

Block Parties

Block Parties are not considered special events, for the permit and planning processes. For information, call the City Manager's Office at (937) 847-6456. All required documents can be found on the City's website at <https://cityofmiamisburg.com/block-party-request/>

Cancellation

The City reserves the right to cancel or postpone an event if deemed necessary for safety, security or other reasons related to its obligation to protect the health, safety and welfare of the community. The City reserves the right to cancel or postpone an event due to current or predicted weather related conditions. The City reserves the right, for flood control purposes, to cancel or postpone the event. The event may be subject to rescheduling

on a later date. In the case of thunder/lighting during an event, all amplified sound, amusements, inflatables, etc. must be discontinued delayed 30 minutes.

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 both parties.

Damages

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 / Water Services

Park Electricity

Limited availability is available within some of our parks. Applicants must indicate their specific electrical requirements, including types of equipment to be used and wattage information on the Event Plan and Layout.

There are 4 – 110 v outlets available for use at Veterans Memorial Park on the stage.

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

1. Location: Riverfront Park - Stage

Outlets:

- 1 – 30 amp
- 2 – 50 amp
- 9 – 20 amp

1. Location: Riverfront Park - Near Splash Pad

Outlets:

- 5 – 50 amp
- 10 – 20 amp

1. Location: Riverfront Park - North end of Miami at Water St., West Side of Dumpster Screen

Outlets:

- 8 – 50 amp
- 8 – 20 amp

Portable Generators

Portable generators provide power when supplemental electricity is needed at events for vending operations, lighting, or sound projection. The City only provides locations in which to plug in electrical equipment and does not provide generators.

Entertainment

Amusements and Attractions

Rides are 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 permit issuance.

Event sub-contractors must have insurance listing the City of Miamisburg and Event Host as an additional insured. <https://agri.ohio.gov/divisions/amusement-ride-safety-and-fairs>

Bands and Other Entertainment

If you intend to have scheduled entertainment at your event (live music, jugglers, magicians, etc.) the entertainment may not be under contract city 30 days before or 30 days after the entertainer is scheduled with the City of Miamisburg. This includes, but is not limited to River Blast, Miami Valley Bluegrass & Artisan Festival, Star City Concert Series.

Inflatables

Appropriate guidelines for the use of inflatable attractions, such as bounce houses, slides, etc. must be observed. Guidelines include adequate tethering to the ground or other objects, so the inflatable does not blow away or otherwise leave the ground. All inflatables must always be staffed for supervision. For safety, inflatables must not operate after dark. Permit Holders must provide insurance certificate listing the City of Miamisburg as additional insured.

Noise Ordinance

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. The City of Miamisburg does have a noise ordinance. All amplified 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.

Event Management Plan

Planning for a special event can be difficult. Planning for the risks and hazards associated with a special event is even more difficult, but it is essential to the events success. An Event Management Plan is required for all events in order to identify and mitigate possible risk to event participants, spectators and volunteers, and must be included in order to obtain an Event Permit. Examples of emergencies include, but are not limited to severe weather, fire, active hostile attack and/or medical emergency. Event Management Plan Components:

Communication & Information Plan:

A pre-planned message, which includes information on emergency and evacuation procedures, should be frequently communicated to event attendees. Sample Message: In the event of an emergency requiring evacuation, please seek shelter at [LOCATION]. Please use all available entrances, watch for vehicular traffic, and follow any instructions once you have entered the building. Please remain in that location until the warning has been lifted and you receive further direction. Emergencies occur when we least expect them and often people must be moved to shelter for their protection. It is the responsibility of the Permit Holder to identify and arrange these evacuation locations. It cannot be assumed that business will be open for shelter; therefore, the Permit Holder must contact these establishments to confirm their availability. Permit Holders should also consider means of evacuation including personal vehicles, public transportation or a shuttle system.

First Aid & Medical Treatment Plan

A first aid & medical treatment plan is required for all events. As an event organizer, you are responsible for the safety and well-being of your event participants. You are required to submit a first aid & medical treatment plan for your event. The plan should include the event's medical communication plan, number of, certification levels and types of resources that will be at the event, description of how resources will be managed and deployed, and hours of operation for medical aid stations.

Inclement Weather Plan

In the event of Inclement Weather Emergencies in the area of the event (Ex. Severe Thunderstorm Warning, Tornado Warning or other Hazardous Weather Warning) any outdoor event must activate an emergency plan. This plan must clearly identify person(s) and contact information for event staff that will be on-site and is authorized to make command decisions related to emergencies. The event must always have a person on-site

who can make command decisions about the delay, postponement or cancelation of the event. If lighting or thunder has struck the area, the event or performance must be postponed. There shall be one thirty (30) minute wait time per occurrence. After one thirty (30) minute wait- time, the situation will be re-evaluated, and the wait-time can be extended by two (2) 30 additional minutes at the most. After a full 90 minutes have passed with no resolution, the event will be cancelled if less than thirty (30) minutes remain for the event or performance. Otherwise, the event will be re-evaluated. The Event Supervisor should be the one to make the call as to whether the event or performance should be cancelled.

Insurance & Hold Harmless Documentation:

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. 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. The 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 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.

Events that include the sale of alcoholic beverages will require event insurance, listing the City of Miamisburg as an additional insured, a temporary liquor permit, and City Council approval. These requests should be submitted a minimum of 180 days prior to the anticipated event date. Events that intend to serve or sell alcoholic beverages must also submit a Certificate of Insurance providing proof of a liquor legal liability insurance policy or properly endorsed general liability policy. Events that hire a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, must submit a Certificate of Insurance from the vendor providing proof of a liquor legal liability insurance policy or properly endorsed general liability policy. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000. This requirement applies to the business or group which serves or sells the alcohol.

Parking Impact Plan

Preparing a safe, effective, and convenient parking arrangement for your event guests may require a bit of time, forethought, and consideration. However poor logistical planning for parking can make or break the success of your event. Consider the amount of parking spaces you have provided against your overall attendance expectation. Another important consideration is the amount of ADA parking spaces you have available to your guests.

Safety & Security Plan

A safety & security plan is required for all events. No matter what the event, event organizers need to assess risks and plan for all potential scenarios. Every event requires thoughtful evaluation. Once you have assessed all risks a safety and security plan should be developed that details what needs to happen in the event there is a security issues, what kinds of personnel might be needed, and where they are stationed throughout your event, and how your team plans to communicate with one another and to the public.

Logistical Service & Support

Events require a lot of support and careful logistical planning to make sure every detail is considered. Consider what your requirements are to make your event a success. Often several City departments are required to be informed and depending on the scope and nature of the event will plan accordingly. As an event organizer it is crucial that you consider the logistics of your event from start to finish and identify all the logistical components and support that you will require.

Site Layout

A site layout is required for all events. Your site layout is a critical document for all attendees and event staff, including public safety personnel, to allow for the rapid identification of event-specific facilities and other locations in an emergency. The site plan should include evacuation routes and shelter locations, designated parking locations and vendor/booth locations.

Waste Management Plan

A waste management plan is required for all events. The plan can be a map or a detailed description but must include information about where and when waste services will be available. Most major events will be required to contract for trash removal and portable restroom services.

Portable Toilets and Sinks

Portable toilet and sink facilities are required for large events. The applicant must contract for those services to be provided by an outside vendor. The number required will depend on the length (number of hours), if alcohol is sold, and anticipated attendance at the event. The City recommends 2 portable restroom facilities for every 250 people. Ten percent (10%) of the portable toilets, but never less than one (1) unit, must be ADA accessible. Further, the ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilets paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are. 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.

Trash

If a proposed special event is approved by the City, the applicant will be responsible for all necessary and additional trash receptacles for the event. The event applicant is responsible for renting temporary dumpsters/trash cans, if necessary, for the event. The City can assist in finding companies that provide these services. The applicant will also be responsible for clean-up and disposal of all trash receptacles, their contents, and any overflow discarded items in the vicinity of the event which are a result of the event.

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, the same day of the event, throughout the area specified in the Event Permit.

Food and Beverage

A food service operation license is required if food and/or refreshments are being sold and/or provided. However, prepackaged food or beverages do not require a license from the Health Department. Event Applicants are responsible for obtaining any food licenses for the event as well as ensuring vendors are operating within the guidelines of Public Health - Dayton and Montgomery County (PHDMC). Vendors are required to furnish insurance certificates prior to participation in the event that name the City of Miamisburg as additional insured with a general liability limit of \$1,000,000 per occurrence. Food service licenses must be obtained at least 10 days prior to the event.

Food vendors must adhere to the vendor terms and conditions that they receive from the organizer of the event. If a vendor fails to meet or maintain these conditions that vendor will not be permitted to participate in the event and may be asked to leave.

Ground Markings

Temporary spray paint/spray chalk can be used on grass/turf, or dirt surfaces with prior approval. However, no aerosolized spray paint or spray chalk/surveyor's paint can be used on paved surfaces including trails or streets.

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.

Hours of Operation

Generally, all events will begin no earlier than 7:00 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.

Marketing & Communication

All events hosted within a Miamisburg park or facility must include Miamisburg Parks and Recreation's logo on all promotional material. All Facebook events must include Miamisburg Parks and Recreation as a co-host for the event. Any events hosted on or around the Great Miami River, including Riverfront Park, must include the Miamisburg Great Miami Riverway logo on all promotional materials including print and digital. All flyers and apparel including the Miamisburg Parks and Recreation logo must be submitted for review to The City before printing. Logos will be provided by The City.

Over the Street Banners

Applicants can promote their event with over the street banners. Interested applicants must follow the Over the Street Banner Policy and Banner Specifications. <https://cityofmiamisburg.com/overhead-street-banner-request/>

On-Site Signage

Applicant must describe and indicate the location of all on-site directional and promotional signage to be used during the event as it pertains to City property on the Event Application. Permission to post any sign on public property must be obtained prior to the display of any signs.

Temporary yard signs may be placed at the event site from the Friday before the event and removed at the conclusion of the event. Portable A-frame signs, banners and other signage may be placed during event hours, as designated by the City. All signage must comply with current sign code regulations provided by the City of Miamisburg.

It is unlawful to announce, advertise or call to the public attention in any way, any article or service for sale or for hire in any park. Attaching signs, banners, flyers or decorations to any park or city structure (i.e., buildings, bridges, monuments, fences, guardrails, benches) or vegetation is also prohibited.

Parades

Requests for city street closures for the use of parades must be indicated on the Event Permit Application and be accompanied by a detailed suggested route map. The City will have final approval of the route. The City will establish the number of staff members and barricades necessary to properly execute a parade. The City has the authority to mandate all routes and positions to provide for the safety of Miamisburg residents and event participants. Parades can create an opportunity for large groups of spectators and parade participants to heavily impact public streets and sidewalks. Because of the increased impact, these rules must be followed to ensure that your parade operates safely and efficiently.

- The parade applicant will serve as the main point of contact for the City is responsible for the conduct of all its participants and agrees to notify all participants of these rules and regulation.
- Anyone driving a motorized vehicle in the parade must have a valid driver's license.
- Drivers and vehicles participating in the parade must have insurance as required by the State of Ohio.
- Parade units must maintain 20' – 30' from the preceding unit. Units must keep forward movement and not stop unless it is required to keep a safe distance from the Unit ahead.
- Candy, beads, and other items cannot be thrown during parades. All items must be given hand to hand at the curb by walking along the parade route next to spectators. The city reserves the right to inspect and approve any items distributed during the parade.
- No one may step on or off a float of any motorized unit until it is at a complete stop.
- Fire and/or open flames of any kind are not permitted on parade floats or by any parade participant. All decorative materials should be flame retardant.
- All floats are required to have a fire extinguisher on board.
- Animals must be listed on the parade application. All animals must have updated vaccination records and be able to cope to crowds and other animals. The City of Miamisburg is NOT responsible for cleaning up after animals. The applicant must provide someone to clean up immediately.
- No alcohol or glassware is allowed in the parade.
- Anyone that violates any part of the above rules and regulations will first be given a verbal or written warning and upon a second such violation may be asked not to return to the parade. The City of Miamisburg has the right to remove any parade until from the line up at their sole discretion for a violation of any applicable rule or law.

Park Rules & Regulations –

The establishment of written park rules and regulations provide the public with guidelines for the appropriate utilization of City parks, recreation areas, and facilities. The City of Miamisburg, via City Council, the City Manager or designee, may, at its discretion, amend, exempt, or abrogate said rules and regulations upon review of requests, special conditions, or events. Acts and conduct of the City of Miamisburg employees or persons acting as agents of the City of Miamisburg, to the extent necessary for the performance of their authorized duties, shall be exempt from the provisions of the rules and regulations to parks.

General Rules

1. Parks open from sunrise to dusk unless posted otherwise.
2. Parks may be closed due to weather and/or public safety emergencies.
3. Areas under construction or renovation are not considered open until notification is given by the City.
4. Scheduled use of park shelters and athletic facilities takes precedence over all other uses.
5. Fishing permitted in designated areas only by those 15 years of age and under.
6. Skateboards and BMX style bike activities are permitted in designated areas.
7. Pets must be on a leash no more than eight feet long and must be kept under control.
8. Persons must clean up after their pet(s) and must carry a device for this purpose.
9. Trash generated in a park must be deposited in provided containers.
10. Fires must be built in grills and always attended assuring that they are extinguished upon departure from the site.
11. Park grounds may contain turf herbicides that will be marked with signage.

PERMISSION FROM THE CITY OF MIAMISBURG REQUIRED PRIOR TO CONDUCTING THE FOLLOWING ACTIVITIES:

1. Use of parks before sunrise or after dusk.
2. Commercial activities or sales.
3. Special events, charging admission or soliciting funds.
4. Erecting signs.
5. Camping, use of open ring fires.

THE FOLLOWING ACTIVITIES ARE NOT PERMITTED IN PARKS:

1. Dangerous, disruptive, illegal, offensive, or noisy actions affecting the safety, peace, family environment and good order of the parks and visitors.
2. Swimming, ice skating, boating, and golf, unless otherwise posted.
3. Glass containers
4. Selling, consuming, or possessing alcoholic beverages or drugs
5. Operating games of chance
6. Removal, damage or defacing of buildings, structures, natural features, plants, flowers, and lawn areas
7. Discharging, throwing, or dropping any substance into park waters
8. Transporting or dumping materials in a park and depositing material into park dumpsters
9. Possession of any instrument that has the primary purpose of being used as a weapon
10. Using any instrument in a threatening manner. Fireworks or explosives

11. Motorized equipment or vehicles, used off designated roads and parking areas and/or operation of motorized vehicles above the posted speed limit
12. Leaving vehicles in parks overnight
13. Horseback riding
14. Downhill skiing and snowboarding
15. Hunting, trapping or endangering animals in any way
16. Abandoning animals in park areas
17. Loitering in the vicinity of restrooms, in cars or in other areas

EXCEPTIONS:

1. Pets, bikes, skateboards, and other activities may not be permitted in parks during events at the City Manager's discretion.
2. Acts and conduct of the City of Miamisburg employees or persons acting as agents of the City of Miamisburg, to the extent necessary for the performance of their authorized duties, shall be exempt from the provisions of the rules and regulations to parks.
3. The City of Miamisburg, via City Council, the City Manager or designee, may, at its discretion, amend, exempt, or abrogate said rules and regulations upon review of requests, special conditions, or events.

Penalties

Any person who violates these rules can be charged with a criminal offense and may be ordered from the park by City of Miamisburg police or park officials, denied future access and be prosecuted accordingly pursuant to Section 1062.01 A and B of the Codified Ordinances of the City of Miamisburg.

Stages / Temporary Structures

There are two permanent reservable stages in our public parks. Riverfront Park stage is 26' deep by 35' wide across the front and elevated approximately 2'. The stage and backstage are covered April-October. A ramp is located at the rear of the stage. The Veterans Memorial Park stage is in the form of a semi-circle. It is 26' wide at the center x 16' deep. The stage is uncovered.

Temporary stages

If you are planning to use a temporary, portable stage or structure, this must be indicated on your site layout and inspections will need to be conducted by the City of Miamisburg Engineering department prior to use of this item ensure the safety and security of your event attendees.

Tents

If you plan to erect tents at your special event, a permit is required for all tents used for cooking and other tents over 400 square feet.

To view the MVFD's Tent Permit Application and Checklist, click here:

https://miamivalleyfiredistrict.org/ova_doc/tent-permit-application/

Weddings

Weddings are considered events and interested applicants must follow the City of Miamisburg event process. Riverfront Park Stage and Veterans Memorial Park Gazebo are reserved on a first call basis. To secure a reservation, send the complete Event Application and follow the procedures for the special event process.

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 need to be removed after the ceremony. These runners should be made of paper or some other soft flexible material.
3. Do not attach anything (signs, crepe paper, etc.) to any Miamisburg structure or plant, even temporarily.
4. Balloons, fake flower petals, confetti, birdseed, or rice are not permitted. You may use real flower petals or use bubbles.
5. Glass is prohibited.
6. Driving on the grounds is prohibited.
7. In the case of inclement weather, applicant may wish to select a backup location to use. We will not provide an alternate venue for your use unless it is rented in advance.
8. You are financially responsible for any damage to the City of Miamisburg grounds, buildings, and plantings that occur because of your ceremony.
9. 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 an eminent danger to guests or property and construction at the event site.