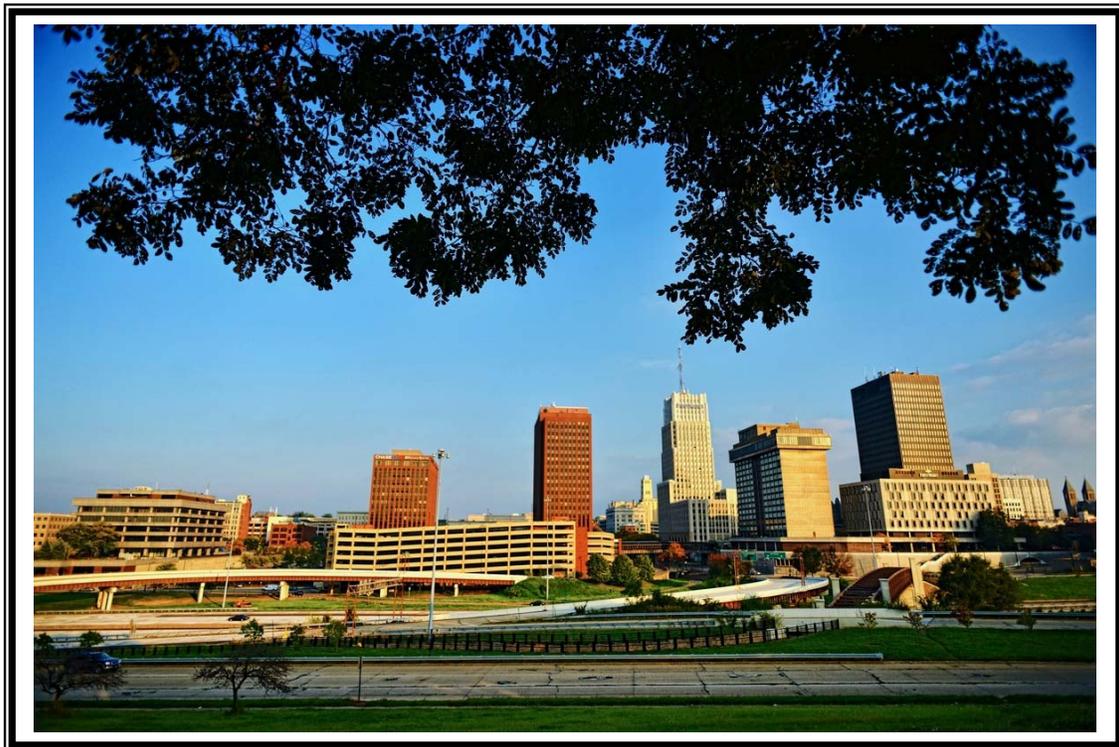


# 2016 Community Event Handbook

A GUIDE TO PLANNING YOUR COMMUNITY EVENT IN AKRON



DEPARTMENT OF NEIGHBORHOOD ASSISTANCE  
Recreation Bureau • 220 S. Balch Street • Akron, OH 44302  
Phone: 330.375.2854 • Fax: 330.375.2883  
[www.akronohio.gov/communityevents](http://www.akronohio.gov/communityevents)

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# COMMUNITY EVENT CONTACT LIST

The City of Akron Recreation Bureau has prepared this guide to assist individuals and organizations in understanding the general format used in conducting an event in the City of Akron. We recognize many of your requirements or needs will be special in nature.

The Community Event Coordinator will act as your primary contact with the City of Akron.

**Overall City Contact for Event**                      **Laurie Chenevey**                      **330-375-2854**  
Including event application and approval, barricades, insurance, and city services

Block Parties	Akron Recreation Bureau	330-375-2850
Fire Department Inspections, Tent Permits	Fire Prevention Bureau	330-375-2211
Concessionaire License, Food Inspections	Summit County Public Health	330-375-2405
Licenses - Carnivals, Sidewalk Vendors	License Division	330-375-2484
Lock 3 or Canal Park	Tish Jernigan	330-375-2877
Parade & Walkathon Route Approval, Parade Permits, Security, Street Closings	Sgt. Mike Vavro	330-375-2273
Park Shelter Rental	Steve Buschko	330-375-2856
Snow and Ice Removal, Street Cleaning	City Service Help Line	330-375-2311 or 3-1-1
Tent Permits	Summit County Building Dept.	330-630-7285
Trash & Recycling Receptacles	Keep Akron Beautiful	330-375-2116

**Questions? Call 3-1-1**  
**Call the City Service help line on weekends,**  
**after hours, or to be directed to any city department**

## SECTION 1

# General Guidelines

1. A Community Event is any event that is open to the public, and which uses property of the City of Akron. An application must be processed for each community event and written approval must be received from the City of Akron before a public announcement of the event can be made.
2. All requests to conduct a community event in the City of Akron can be directed to Laurie Chenevey, Community Event Coordinator, Akron Recreation Bureau at (330) 375-2854. The Community Event Coordinator will function as an expeditor to help applicants implement the special event in the most efficient way.
3. It shall be required that an Event Liaison be designated from the organization or group. This person will be charged with the responsibility of working with the Community Event Coordinator. The Event Liaison shall assume the primary responsibility of insuring that all requirements of the City are met in a timely manner.
4. An application for a special event property usage should be submitted in writing (*Community Event Application* pgs. 3-5) at least six (6) weeks prior to the activity. Major events should be submitted six (6) months prior to event date.
5. **APPLICATION PROCESS:**
  - Complete a **Community Event Application** for all events where you are requesting use of city property, including streets, sidewalks, parks or one of our entertainment venues.
  - Complete a **Showmobile Application** if you are requesting use of the mobile stage. Fees will be charged unless the city is a co-sponsor of your event.
  - If you are requesting use of Lock 3 or Canal Park, review the separate rider for those locations.
6. Application will be approved by the Community Events Division, Akron Police Department, Akron Fire Department, Service Director, the Department of Neighborhood Assistance, and the Mayor's office.
7. It is absolutely necessary that all approvals, permits, licenses, certificates of insurance, and other required matters, be officially received before any public announcement of the event can be made.
8. The City of Akron reserves the right to refuse a request, ask for modifications, or cancel an event if it is illegal, immoral, dangerous, or otherwise not in the public interest.
9. The City of Akron requires compliance with Chapter 34 (Equal Employment Opportunities) of the Codified Ordinances, and holds a harmless clause in all contracts.
10. Equipment cannot be dropped on city property without a written approval permit.

**For additional information please contact the City of Akron Recreation Bureau  
Community Events Coordinator.....330-375-2854**



CITY OF AKRON

Department of Neighborhood Assistance  
City of Akron Recreation Bureau  
Community Events Division  
220 S. Balch Street • Akron, OH 44302  
Phone: 330-375-2835  
Fax: 330-375-2883  
www.akronohio.gov

# 2016 COMMUNITY EVENT APPLICATION

A Community Event is an event open to the public, and which uses property of the City of Akron. An application must be processed for each community event and written approval must be received from the City of Akron before a public announcement of the event can be made. Approval process includes the Akron Police Department, Akron Fire Department, Service Director’s Office, Department of Neighborhood Assistance, and the Mayor’s Office.

Submitting this application does not guarantee that your event will be approved.

Return completed application to: *Laurie Chenevey, Community Events Coordinator, 220 S. Balch Street, Akron, OH 44302*  
*P: 330-375-2854, F: 330-375-2883, Email: LChenevey@akronohio.gov*

**INFORMATION ABOUT YOUR EVENT:**

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

Name of Organization \_\_\_\_\_

Event Location \_\_\_\_\_

Proposed Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Actual Time Parade/Run/Event Starts \_\_\_\_\_

Set Up Date(s) & Time(s) \_\_\_\_\_ Tear Down Date(s) & Time(s) \_\_\_\_\_

\_\_\_\_ New Event      \_\_\_\_ Annual Event, # of Years Held      Expected Daily Attendance at Event \_\_\_\_\_

Detailed Description of Event *(please attach flyer or additional sheet if needed)*

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Public contact for event to be used for promotional purposes:

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

Contact person on site during event **(required to be completed)**:

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**INFORMATION ABOUT YOU AND YOUR ORGANIZATION:**

ORGANIZATION'S: ADDRESS CITY STATE ZIP

PHONE FAX E-MAIL

INDIVIDUAL MAKING APPLICATION POSITION WITH ORGANIZATION

APPLICANT'S: DAY PHONE EVENING PHONE FAX E-MAIL

Organization Tax Identification Number: \_\_\_\_\_ Is this organization tax exempt? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, under which section of the Internal Revenue Code has the exemption been granted? \_\_\_\_\_

Does your organization file a Form 990? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please note that the City has the right to request this form and may request it from your organization.

**PLEASE CHECK ALL THAT WILL APPLY TO YOUR EVENT:**

Admission Charged, \$ \_\_\_\_\_ Who will receive proceeds: \_\_\_\_\_

Alcohol Served (*Special permit will be required through the Ohio Department of Commerce, Division of Liquor Control*)

On Site Cooking:  Gas  Electric  Charcoal  Other (specify) \_\_\_\_\_

Food Concessions Offered:  For Free  For Sale

Tents, # of Tents: \_\_\_\_\_ Tent Size(s) \_\_\_\_\_

*Tents larger than 120 square feet will require a permit from the Akron Fire Department and Summit County Building Standards Division*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> KAB cardboard trash box         | <input type="checkbox"/> Designated Parking Areas                  | <input type="checkbox"/> Inflatables*            |
| <input type="checkbox"/> KAB plastic recycling frames    | <input type="checkbox"/> Handicapped Parking Access                | <input type="checkbox"/> Carnival Rides*         |
| <input type="checkbox"/> Generator                       | <input type="checkbox"/> Vendor Booths (Informational)             | <input type="checkbox"/> Pyrotechnic Display*    |
| <input type="checkbox"/> Food Vendors                    | <input type="checkbox"/> Vendor Booths (Items/Services For Sale)   | <input type="checkbox"/> Banners/Signage On Site |
| <input type="checkbox"/> Barricades                      | <input type="checkbox"/> Kids Activities (Free)                    | <input type="checkbox"/> Entertainment scheduled |
| <input type="checkbox"/> First Aid Services              | <input type="checkbox"/> Kids Activities (Items/Services For Sale) | <input type="checkbox"/> Sound Equipment         |
| <input type="checkbox"/> Portable Toilets, # Units _____ | <input type="checkbox"/> Stage*, Size of Stage _____               | <input type="checkbox"/> Other* _____            |

**Names of food vendors, vendor booths, entertainment acts, inflatable company, and rental companies for equipment must be submitted two weeks before event date.**

*\*The following activities are prohibited, unless expressly permitted in writing by the City of Akron: Stages (using temporary stages), pyrotechnic displays, inflatables (the bounce houses), carnival rides, water slides or water activities, ATVs, UTVs, or golf carts, wild or so-called undomesticated animals (no horses, ponies, snakes, etc.)*

**If approved, the City may assist with the following services. A deposit or fee may be involved for some services. There is an additional service list for Lock 3 events. PLEASE CHECK THOSE SERVICES YOU WOULD LIKE TO APPLY FOR:**

- |   |  |
|---|--|
| <input type="checkbox"/> Trash Containers (96 gallon on wheels)     | <input type="checkbox"/> Water (from hydrant)                  |
| <input type="checkbox"/> Recycling Containers (64 gallon on wheels) | <input type="checkbox"/> Electric (if available source onsite) |
| <input type="checkbox"/> Barricades                                 | <input type="checkbox"/> Dumpster                              |
| <input type="checkbox"/> Street Closings (list streets) _____       |  |

**Are You Requesting Use of the Showmobile?**      Yes      No     *(Complete separate application)*

**Are You Requesting City Co-Sponsorship?**      Yes      No     *(Some city service fees may be waived with co-sponsorship)*

**SITE/ROUTE OR MAP**

**Site and/or route map must be submitted at least two weeks before the event date.** If your event is using the streets or sidewalks of Akron, attach a map or drawing showing the intended route and the direction of travel. Prior to completing this step, you should consult with the Akron Police Department Traffic Bureau, Sgt. Mike Vavro, at 330-375-2273.

Include the location of any equipment you will be using for your event: stage, tents, vendor booths, food concessions, onsite cooking areas, portable toilets, barricades, parking, trash dumpsters, street closings, etc. Site plans for Lock 3 are available at [www.akronohio.gov](http://www.akronohio.gov) or by calling Tish Jernigan, 330-375-2877.

**SPECIAL CONDITIONS**

- A. This application is to request the use of City property, equipment, or personnel. **Submitting this application does not guarantee that your event will be approved.** All requests must be approved by the City of Akron.
- B. Use and or rental of City equipment and personnel are limited to City of Akron approved events.
- C. City of Akron has priority over any request for use of premise/property.
- D. No motor vehicles are permitted on premise/property without prior approval.
- E. The Applicant will be charged for any damage to city property arising from the Applicant’s event, including clean up and site or equipment repair costs.

\_\_\_\_\_  
*Initial and Date*

**The Applicant agrees to save the City harmless from any liability arising from accidents or injuries suffered by the Applicant, his agents or employees, guests, invitees or patrons visiting the premises by the Applicant. The Applicant shall purchase and maintain, at their sole expense Commercial General Liability insurance on an occurrence coverage basis with limits not less than \$1,000,000 Bodily Injury and Property Damage each occurrence, \$1,000,000 Personal and Advertising Injury, \$1,000,000 Products/Completed Operations Annual Aggregate, and \$1,000,000 General Annual Aggregate; and Commercial Automobile Liability with limits not less than \$1,000,000 Annual Combined Single Limit – Bodily Injury, Property Damage. The City of Akron shall be named as additional insured on Applicant’s Commercial General Liability policy and Automobile policy. Said insurance shall provide for thirty (30) written days’ notice of cancellation to the City. All independent contractors engaged by Applicant and/or vendors participating in event are required to purchase and maintain the same types of insurance with substantially the same terms, conditions, and limits of liability as required herein of Applicant. Applicant shall submit their Certificate of Insurance and all subcontractor and vendor’s Certificates of Insurance to the City within 14 days prior to event evidencing the effectiveness of the insurance policies required herein.**

**The City reserves the right to require higher limits of liability for events that include hazardous activities.**

\_\_\_\_\_  
*Initial and Date*

**Organization may be made responsible for some city service charges, hiring Akron Police Department for security at event and for ordering portable toilets.**

\_\_\_\_\_  
*Initial and Date*

**Written approval must be given before use of the city seal can be used on any event promotional items.**

\_\_\_\_\_  
*Initial and Date*

**Approval is based on the description of the event in the application. If changes/additions occur to the event that are not stipulated in the original application, they must be submitted in writing for approval.**

Cost charged under this contract are of an administrative nature and do not constitute a fee consideration under Ohio Revised Code Chapter 1533, and further, the City of Akron does not waive any of the defenses or immunities available to it under Chapter 2744 the Ohio Revised Code by granting this rental application permit.

**TERMINATION:** The City may terminate this contract immediately, if the Applicant fails to adhere to any conditions set forth hereinabove, and all rights and privileges herein granted shall cease and the Applicant shall, upon termination of this contract by the City, immediately vacate the premises and all monies previously paid to the City shall be retained by the City as liquidated damage.

***If any occurrence or accident relating to or arising out of USER’s use and/or occupancy of the subject premises takes place, USER shall immediately notify the City in writing of such occurrence or accident with reasonable detail.***

**Applications must be received (60) days prior to event.  
Final payment and insurance must be received (14) days prior to event.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE



# CITY OF AKRON LOCK 3 RULES FOR USE

**Complete application and return to:**  
Lock 3 • 166 S. High Street, Room 200  
Akron, Ohio 44308  
Phone: 330-375-2877  
Fax: 330-375-2468  
Lock3@akronohio.gov

Only City of Akron sponsored, co-sponsored, or approved events may use the venue.

Once your event has been approved, please contact Lock 3 at 330-375-2877 to set up a walk through of the park, to go over the layout of your event, and discuss equipment that may be used.

A service fee of **\$250** will be paid in advance to "City of Akron Lock 3" to cover the city's out-of-pocket costs for a site manager during your event, trash removal from site, and the costs of cleaning the restrooms in the building before and after your event.

### **PARKING**

Parking is available in the State Street parking deck. There is no charge for parking after 6pm weekdays, Saturdays, Sundays, or holidays. An elevator is available to Lock 3.

Handicapped parking – in State Street parking deck – then take elevator to Lock 3.

### **LOADING**

Access to the park for set-up and tear down should be done by entering the brick alley just south of State Street. If for some reason the main gate at University needs to be opened, the event producer must supply a person to attend the gate, and only allow necessary vehicles to enter. There is limited parking for loading/unloading purposes in the alley at the bottom of the brick alley.

### **GRASS**

The City of Akron works diligently to maintain the grass. Absolutely NO VEHICLES are to drive on the grass.

### **Maintaining the Lock 3 premises**

The event producer is responsible for restoring the park to its condition following the event:

- All trash on grass and throughout park should be picked up and thrown away.
- Green and blue Toters are available throughout park for trash and recyclables. Lock 3 staff will show producer where to find empty Toters.
- All concrete trash receptacles throughout the park need to be emptied into a Toter.
- All trash cans in building need to be emptied into Toters
- At the end of the event, all Toters should be placed together for City crews to remove. Lock 3 staff member will show producer where to place these.
- The concession counter should be wiped down, and pots, containers, etc. cleaned and returned to their shelf.

### **DELIVERIES/PICK-UPS**

All deliveries before event, or pick-ups after event should be arranged 24 hours in advance with Lock 3 staff, (330-375-2877). Event producer will be asked to arrange deliveries when staff will already be on site.

### **LOCK 3 ITEMS - FEES**

The City of Akron has several items that may be available for the event producer to use. The Lock 3 staff will show event producer where items are located. It is the event producer's responsibility to get items out and put items away after use. There are small fees associated with the use of each item. These fees are simply intended to help replace and maintain the equipment.

- **Tables and Chairs:** For an additional fee, event staff may have access to the following:

ITEM		QUANTITY
Tables	Rectangle - Plastic 6'	25
	Round – Wooden 5'	12
Chairs	Plastic folding	70

**\$25** – For use of less than 10 tables and 20 chairs

**\$50** – For use of more than 10 tables and 20 chairs

## Lock 3 RULES FOR USE CONTINUE

- **Ice and Containers:** For an additional fee of **\$50**, event staff may have access to the following:

The event producer may use any ice that is available. If there is a City of Akron event the night before, the City of Akron will let the producer know in advance and the purchase of ice will not be available.

There are several coolers/beverage holders of various shapes and sizes available to use. Several of them are on wheels.

- **Sound System:**

**\$50** – Two (2) larger speakers and small mixing board – good for playing music (though an ipod or other music device supplied by event staff) and making announcements throughout park.

- **Staffing:** For an additional **\$15 per hour per staff member**, the City of Akron can provide staff to help with your event. This staff would get out, set-up and put away all tables and chairs. Take care of setting up the trash receptacles, cleaning up and removing the trash receptacles after the event. And any other additional labor that your organization may need assistance with. Our staff is very experienced at doing events inside the Lock 3 venue and can be a valuable asset.



CITY OF AKRON

SHOWMOBILE APPLICATION

Complete application and return to:
City of Akron Recreation Bureau
Community Events Division
220 S. Balch St. • Akron, Ohio 44302
Phone: 330-375-2835
Fax: 330-375-2883

The City of Akron showmobile is only to be used for City approved, sponsored, or co-sponsored events.
\*Please allow two weeks for processing. A city employee will contact you within two weeks with your approval notification.\*

ORGANIZATION APPLICANT NAME
ADDRESS CITY STATE ZIP
APPLICANT'S: DAY PHONE EVENING PHONE FAX E-MAIL

NAME OF EVENT EVENT LOCATION

DATE(S) TIME(S)

EXPECTED DAILY ATTENDANCE HAS THE SHOWMOBILE BEEN USED AT THE EVENT BEFORE? YES NO
WHAT WILL THE SHOWMOBILE BE USED FOR AT YOUR EVENT?

Drop off time of showmobile AM/PM
Drop off time - 1 1/2 hours before the stage will actually need to be used.

Actual time showmobile stage will be used AM/PM to AM/PM
Times that you will be using the stage for your entertainment or event.

Tear down time of showmobile AM/PM to AM/PM
Total tear down time is one (1) hour after the event is over.

Total technician time needed hours x \$30 = \$ Tech Costs
This time should be 1 1/2 hours before your event time, PLUS 1 hour after your event time. Technician must be on site with all equipment.

For example: If your event is a concert from 6 - 8 pm, your actual time is from 6 - 8 pm, the drop off time would be 4:30 pm, the tear down time would be 8 - 9 pm and your total technician time would be 4.5 hours (4:30 - 9 pm.) TOTAL COSTS = \$885.00

SHOWMOBILE COSTS:

Table with 3 columns: Description, Amount, and Description. Rows include Showmobile (\$500.00), Towing (\$250.00), Technician fee (hours x \$30 = \$), Rental fee per day, Towing fee per day, and Technician costs.

TOTAL COSTS \$

SITE/ROUTE MAP - You must attach an event site/route map with your application showing where you would like the showmobile placed. A representative from the organization must be on site when the showmobile is delivered.

# CHECKLIST FOR YOUR EVENT

- Community Event Application received approval from the City? (*Application on pgs. 3-5*)
- Provided your certificate of insurance if required?
- Has your insurance company named the City of Akron as the additional insured?  
\*\*CERTIFICATE HOLDER IS NOT ADEQUATE\*\*
- Barricade deposit sent in if required?
- Developed a detailed site map?
- Received proper permits or licenses for any tents, food concessions, or alcohol sales?
- Arranged for use of electricity? Rented generator if needed?
- Rented portable toilets for the event?
- Rented and arranged delivery of tents, stage, sound equipment, tables, chairs, etc.?
- Verified parking requirements? Designated handicapped parking?
- Prepared signage?
- Designed a plan for inclement weather?
- Arranged for trash receptacles?
- Arranged for recycling containers?
- Planned for clean up of the event site?

**For additional information please contact the City of Akron Recreation Bureau  
Community Events Division.....330-375-2854 or 330-375-2835**

## SECTION 2

# Beer and Liquor

1. The use or possession of beer and/or liquor shall be governed by the following law:
  - a) No person shall have in his possession any beer or intoxicating liquor in a public park of the City of Akron unless lawfully sold and purchased for the consumption on the premises.
  - b) City of Akron Codified Ordinance, Section 96.04 states no beer or alcoholic beverages can be in a public park, whether opened or unopened.
  
2. To obtain a temporary liquor permit to sell alcohol on City of Akron property, contact the Ohio Department of Commerce, Division of Liquor Control for an F permit application. An affidavit and letter from the Service Director's Office must be submitted to the State with the application.
  - Call the Licensing Office at 614-387-7407
  - Write the Licensing Office at:
    - Division of Liquor Control Licensing Office
    - 6606 Tussing Rd.
    - P.O. Box 4005
    - Reynoldsburg, OH 43068-9005
  - Or visit their website at <http://com.ohio.gov/liqr>
  
3. An F permit allows you to sell beer only. An F permit application must be completed and filed 30 days before the event date. There is a \$40 fee with the permit.
  
4. An F-2 permit allows you to sell beer, wine and alcohol. An F-2 permit application must be completed and filed 30 days before the event. There is a \$150 fee with the permit.

**For additional information please contact the Ohio Department of Commerce  
Division of Liquor Control.....614-387-7407**

## SECTION 3

# Block Parties

1. For complete Rules and Regulations for having a block party, please refer to the Block Party Petition. You can print a Block Party Petition from the City's website ([www.akronohio.gov/blockparties](http://www.akronohio.gov/blockparties)), or call the Recreation Bureau at 330-375-2850 and request that a Block Party Petition be mailed to you.
2. No later than two weeks prior to the date of the party, mail the completed Block Party Petition, and a \$30 non-refundable fee (*check made payable to The City of Akron*) to the Community Events Division, 220 South Balch Street, 2<sup>nd</sup> Floor, Akron, OH 44302.
3. It is required that all residents of properties fronting the street to be closed sign the Block Party Petition.
4. The block party must not last beyond midnight, and sponsors of the party are responsible for clean-up of the area immediately following the event.
5. No alcoholic beverages may be consumed on public property.
6. Proper noise levels must be maintained at all times. **NO LIVE MUSIC AFTER 10:00 PM.**
7. Intersections of streets cannot be blocked.
8. It is stipulated that the sponsors will provide proper lighting for the barricades after dark. Flashing lights, flare pots, or lanterns are acceptable. Barricades are furnished by the City, and will be delivered to the designated person's home the day before or the day of the party, depending on the day and time of the party. This person must assemble and disassemble barricades, but need not to be home at the time the barricades are delivered or picked up by the City.
9. The Block Party Petition may be denied consistent with Akron City Code Section 98.04 and any applicable licensure requirements, ordinances, regulations, or laws. The Service Director has the right if he deems necessary to add additional requirements such as Porta-Johns, liability insurance, security, etc.
10. For large block parties (consisting of 200 people or more), please refer to the Block Party Petition for special requirements.

**For additional information please contact the City of Akron  
Recreation Bureau.....330-375-2850**

## SECTION 4

# Cascade Plaza

1. All requests to use Cascade Plaza (*Community Event Application* pgs. 3-5) must be approved by the Service Director's office. Requests must be submitted in writing, a minimum of sixty (60) days prior to the event. Applications are available from the City of Akron Recreation Bureau. Call 330-375-2854 or 330-375-2835.
2. No vehicle shall be on Cascade Plaza without approval from the City of Akron Recreation Bureau as to weight, safety, tires, and size.
3. A certificate of insurance is required to use Cascade Plaza, naming the City of Akron as an "Additional Insured."
4. All proposed equipment, vehicles, signs, and structures placed on Cascade Plaza must be installed and maintained in a safe, sanitary condition at all times, and will be subject to inspection at any time. Advanced approval of items by the Akron Recreation Bureau is also required.
5. Only persons authorized by the Akron Recreation Bureau may operate the sound equipment on Cascade Plaza. All additional sound equipment must be approved. Sound levels shall be within reasonable limits and shall be at the discretion of the City of Akron.
6. The use, possession or sale of beer or alcoholic beverages on Cascade Plaza requires special approval. You must obtain an F-permit application from the Ohio Department of Commerce, Division of Liquor Control. An affidavit and letter from the Service Director's Office must be sent to the State of Ohio with the application.
7. The event may not be a fund-raiser unless approved by the Service Director's office. A fund raising event must benefit the community, be conducted by approved personnel, and meet state, federal, and local government regulations.
8. The Cascade Plaza area is available for any activity that is not illegal or immoral.
9. Persons requesting space on Cascade Plaza for parking or storage of equipment that will be used commercially must obtain a permit from the Plans and Permits Division at 330-375-2010.
10. Any concrete, building, electrical, or site damage caused to or on Cascade Plaza by the event or applicant will be reimbursed to the City of Akron by the applicant.
11. Cascade Plaza must be clean and free of debris at completion of event, otherwise event organization will be charged for clean up.
12. Fire lanes and entry areas on Cascade Plaza must be kept open at all times.

**For additional information please contact the City of Akron Recreation Bureau  
Community Events Division.....330-375-2835**

## SECTION 5

# Demonstrations

1. The Service Director must be notified of organized demonstrations or rallies. Applications must be made as a special event. It must meet all City requirements, including:
  - a. No blocking any entrance or exit.
  - b. No preventing persons from entering or leaving any premises.
  - c. No using any type of physical force upon any person.
  - d. No throwing any type of material.
  
2. Any breach of the peace or criminal act by or against any participant may result in appropriate legal actions against the organization or individuals, including possible arrest and prosecution.
  
3. Further guidelines to ensure the safety of persons and property, associated with demonstrations include:
  - a. The orderly use of public sidewalks and other properties will be assured.
  - b. For the protection of the public, any group wishing to use streets or public ways for demonstrating may obtain a parade permit from the Traffic Bureau of the Akron Police Department.
  - c. Any group wishing to use Cascade Plaza, or any other park facility, will be granted permission by the Service Director's Office, consistent with its rules. The sixty (60) day requirement for obtaining a permit may be waived.
  - d. A Certificate of Insurance, naming the City of Akron as an "Additional Insured" will be required.
  - e. Individuals and organizations must be aware of the rights of private business to restrict access to its property. Demonstrations will not be allowed to picket or assemble on private property.
  - f. Organizations sponsoring demonstrations are required to designate individuals from their group to act as "Activity Marshals" to help and assure participant safety. Marshals must be identifiable to participants and police officers.
  - g. The Akron Police Department will endeavor to ensure citizens right to express their rights and views in an orderly, safe manner.

**For additional information please contact the Akron Police Department  
Traffic Bureau.....330-375-2273**

SECTION 6  
**Akron Fire Department**

**Akron Fire Department Fire Prevention Bureau Guidelines  
For Food Vendors, Fairs, Carnivals, and Festivals**

**This permit must be on site at all times.**

**EXTINGUISHER REQUIREMENTS:**

1. All extinguishers must have a current tag.
2. All cooking vendors must have a K-Class extinguisher.  
Minimum size is 1 ½ gallons.
3. Any tent or canopy used for food warming or having an area greater than 120 square feet (10 x 12) and not used for cooking requires a 2-A: 10-B:C minimum rated fire extinguisher in the appropriate number.  
(Travel distance to the nearest extinguisher shall not exceed 75 feet).

**COOKING:**

**The public cooking operation shall not commence until the Bureau of Fire Prevention has inspected and approved the public cooking operation. Failure to obtain Fire Prevention approval will result in the ordered termination of the cooking operation.**

All cooking appliances shall be located at the rear of the operator's area, protected and away from the public and pedestrian traffic and placed on a sturdy non-combustible surface and in a manner that does not create a safety hazard or a nuisance. Cooking appliances that produce smoke, fumes, or heat shall not be used unless an adequate method of ventilation and heat removal is provided. All cooking devices shall be attended during all times that they are in use, shall be shut off and disconnected during all times that they are not attended or not in use.

**No one under the age of 16 years old shall be allowed to cook. No new cooking vendor set-up will be allowed after the event starts for that day.**

COOKING WITH LP GAS OR OTHER FUELS:

LP gas bottles (propane), where permitted, shall have a substantial base or be anchored to a stable object as approved by the fire inspector. A maximum of 100 pounds may be permitted for each appliance. Spares stored on site must be properly secured. The supply hose shall be in good repair and show no signs of damage. Tanks must be completely inaccessible to the public.

ALL COOKING APPLIANCES (CHARCOAL, PROPANE, DEEP FRYERS, ETC.) MUST BE COMPLETELY INACCESSIBLE TO THE PUBLIC. Erection of snow fencing or like barrier is required to keep the public away from the area.

TENTS:

Any organization, private or public, that will utilize a tent(s) larger than 10 x 12 (120 square feet) must first make application for a tent permit through the Akron Fire Department. **Even if permit fees are waived, approval must first be granted by the Fire Prevention Bureau prior to setting up the tent. A site drawing with all pertinent dimensions, of the tent, distance to the buildings and property lines, the certificate of flame resistance, and the date of set-up and tear-down shall be submitted.** Aisles and exits in the tent will be maintained. **COOKING IN AN ASSEMBLY TENT IS NOT PERMITTED. Cooking under canopies is permitted if material used is fire retardant.** A final inspection is required. See Extinguisher Requirements.

AISLES:

Adequate aisles (20 feet) shall be provided for Fire Department access. Set-up must be shown on the pre-approval site plan. Plans must be approved through the Fire Prevention Bureau. A fire inspection approval prior to opening to the public is required. No motorized vehicles shall be allowed in cooking areas.

EVENT \_\_\_\_\_ DATE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE APPROVED \_\_\_\_\_  
Fire Inspector

**For additional information please contact the Akron Fire Department  
Fire Prevention Bureau.....330-375-2211**

**The Department of Public Safety  
Division of Fire  
Fire Chief Edward Hiltbrand  
146 S. High Street  
Akron, OH 44308  
(330) 375-2410 • Fax (330) 375-2146  
Fire Prevention Bureau (330) 375-2211**

I \_\_\_\_\_, DBA \_\_\_\_\_  
(print only)

have read and understand the requirements as outlined by the Fire Prevention Bureau guidelines for food vendors, fairs, carnivals and festivals. I agree to adhere to all provisions and failure to do so will result in the cancellation of approval. Such approval shall remain in effect for the approved period of time unless revoked. Approvals are not transferable and any change in the operation shall require a new inspection.

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

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

RR/sh

AKRON FIRE DEPARTMENT  
FIRE PREVENTION BUREAU  
146 S. HIGH STREET, 10<sup>TH</sup> FLOOR SUITE 1002  
AKRON, OHIO 44308  
(330) 375-2211  
FAX # (330) 375-2146

---

## **NOTICE TO PROMOTERS**

Promoters are required to obtain and distribute the 2016 Akron Fire Department Festival and Food Vendor Regulations to each vendor participating in their event. It is the responsibility of the promoter to ensure that each food vendor is aware of the K-Class Extinguisher requirement of the 2007 Ohio Fire Code.

Public cooking at events shall not commence until the Bureau of Fire Prevention has inspected and approved the public cooking operation. Failure to obtain Fire Prevention approval will result in the ordered termination of the cooking operation. Food vendors appearing on site after Fire Prevention has completed their inspections and have left the site shall not be permitted to operate.

In addition, the use of any tent larger than 120 square feet (10 x 12) requires that a tent permit be obtained from the Fire Prevention Bureau. There is a \$25.00 fee per tent permit.

## **ATTENTION 2016 FOOD VENDORS**

The State of Ohio requires all festival cooking operations in 2016 to have a K-Class fire extinguisher at the cooking site. Minimum size required is 1 ½ gallons. Any cooking operations not possessing a K-Class extinguisher will not be permitted to operate. K-extinguishers are only available through a fire extinguisher company. They are usually not open on weekends so be sure to obtain your extinguisher during the weekday prior to the event. Prices vary among companies. Below is a list of Akron area companies. The Akron Fire Department makes no recommendations.

ABCO Fire Prevention  
154 Potomac Ave in Tallmadge  
330-535-2008

SILCO Fire Prevention  
451 Kennedy Road  
330-535-4343

AUTO-TECH Fire Systems  
577 Miami Street  
330-762-3343

CHEMTRON Fire Systems  
3823 Stow Road  
330-688-0859

PITTS Fire Extinguisher  
26 6<sup>th</sup> Street in Massillon  
330-833-5508

## Akron Fire Department Tent Authorization

**TO:** Building Department  
**FROM:** Fire Prevention Bureau  
**RE:** Tent Approval

The Akron Fire Department has no objection to the placement of the following tent(s) located at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

# _____	_____ x _____
# _____	_____ x _____
# _____	_____ x _____

Set up date: \_\_\_\_\_

Take down date: \_\_\_\_\_

### The following provisions must be met for Fire Department approval:

- |  |   |
|--|---|
| <input type="checkbox"/> Approved Fire Extinguisher in each tent   | <input type="checkbox"/> No smoking signs posted  |
| <input type="checkbox"/> No cooking                                | <input type="checkbox"/> No candles or open flame |
| <input type="checkbox"/> Electrical inspected by Building Dept.    | <input type="checkbox"/> No sterno                |
| <input type="checkbox"/> Flame treated table coverings             | <input type="checkbox"/> Number of exits _____    |
| <input type="checkbox"/> Certificate of Flame Resistance for tents | <input type="checkbox"/> Exit signs               |
| <input type="checkbox"/> Plot Plan                                 | <input type="checkbox"/> Other _____              |

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### I have been advised and understand the above provisions.

Signed by: \_\_\_\_\_

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

Printed name: \_\_\_\_\_

Approved by: \_\_\_\_\_

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

**AKRON FIRE DEPARTMENT**

**146 S High St.  
Akron, Ohio 44308**

Phone (330) 375-2211  
Fax (330) 375-2146

\_\_\_\_\_  
Fire Inspector

**PUBLIC EVENT VENDOR SAFETY CHECK LIST**

**Date:** \_\_\_\_\_ **Event:** \_\_\_\_\_ **Site#** \_\_\_\_\_

**Vendor business name:** \_\_\_\_\_ **DBA:** \_\_\_\_\_

**Vendor signature:** \_\_\_\_\_  
(Signature indicates vendor will comply with the below listed items)

**Type of Vendor:**      Food/Drink  
 Novelties      Personal-Services/Products  
 Charitable Orgs.      General

To ensure the safety of the vendor and the general public, the following safety checklist is to **be reviewed by the vendor** and a representative of the event sponsoring agency prior to inspection by the Akron Fire Department. The Fire Inspector will then review all items that apply from this list for compliance. Inspections begin the day of the event with final inspection approximately two hours before the event opens.

**Vendors failing to comply with these safety requirements will not be given approval to operate.**

**Vendors who are cooking:**

- Open flame devices are not permitted to be located under tents or tent like assemblies (including portable canopies, shelters.)
- Shall have a K class extinguisher. (OFC-904.11.5 and 906.2; Akron Fire Code Title 93, Sect. 45, C6)**
- The extinguisher is in plain view and accessible (**it is not to be located in cabinets**).
- Cooking sources:**
  - Charcoal:**
    - Is being used in an approved container that is secured so as to prevent tipping.
    - Is located away from tents and propane sources.
    - Coals are to be placed in barrels (as provided) at the end of each evening.
    - Any fluids used for starting cooking fires shall be secured in a safe place.
  - Propane:**
    - Cylinders are secured to a non-movable structure. Cylinders are not to be tied to tent posts. (Cylinders may be placed in milk crates and reviewed by the fire official if other means of securing it are not possible.)
    - Cylinders are located away from open flame devices.
    - Cylinders and connections have been checked for leaks utilizing a soapy water solution. This is to be done every time a cylinder is changed.
    - Spare cylinders are secured and safety caps (when applicable) are in place.
    - Hoses and fittings have been inspected and are free of damage.
    - ADDITIONAL CYLINDERS MUST BE STORED AT AN APPROVED LOCATION, SECURED FROM FALLING..**

**Electrical:**

- Only grounded plugs are to be used.
- There is no open or frayed wiring.
- GFI's are not bypassed.
- Extension cords are of an approved size for the load, are grounded, and are approved for **outdoor use**.
- Only fused multi-plug strips are permitted.
- All connections are weather sealed and off the ground.
- All electrical cords exposed to foot traffic are protected utilizing approved bridging (duct tape does not qualify).

**Fire lanes and means of egress:**

- A 20-foot fire lane must be maintained for emergency vehicles access (vendors are not permitted to protrude into this area. This includes awnings). Fire department access is provided to all other lot areas.
- Fire hydrants are not blocked and are accessible. Minimum of 10 feet on all sides.
- Vendor does not block the means of egress to existing buildings or other vendors.

**Tents:**

- An affidavit or affirmation attesting to flame retardency is present or on site for review for tents over 120 sq. ft.
- Aisles are established and the means of egress maintained.
- No smoking signs are posted. (Assembly tents only).
- Fire extinguishers with an A:B:C rating are mounted and visible (quantity will be determined by tent size and the fire official).
- Tent sides are open (all 4 sides), if not, illuminated exit signs with emergency lighting are required at the exits. When sides are present, tent sides at exits are to be a contrasting color. (OFC-2403.12)(Assembly Tents Only)**
- 10' x 10' pop-up style tents or similar canopies are to be weighted or tied down at all corner points sufficiently to prevent lifting in high winds**

Propane leak: Yes No Resolved \_\_\_\_\_ Electrical problem: Yes No Resolved \_\_\_\_\_

Variations: \_\_\_\_\_

## SECTION 7

# Food Concessions



## Summit County Public Health

1867 West Market Street ♦ Akron, Ohio 44313-6901

Phone: (330) 923-4891 ♦ Toll-free: 1 (877) 687-0002 ♦ Fax: (330) 923-7558

www.scphoh.org

### TEMPORARY FOOD OPERATIONS REQUIREMENTS

Ohio Revised Code defines a temporary retail food establishment or temporary food service operation as a facility that is operated at an event for not more than five consecutive days. A retail food establishment means a premises or part of a premise where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale. A food service operation means a place, location, site, or separate area where food intended to be served in individual portions is prepared or served for a charge or required donation. As used in this division, "served" means a response made to an order for one or more individual portions of food in a form that is edible without washing, cooking, or additional preparation and "prepared" means any action that affects a food other than receiving or maintaining it at the temperature at which it was received.

#### Applications

Ohio Law requires that each person or government entity seeking a temporary food service operation license or a temporary retail food establishment license apply for a license. A copy of this application is included in this packet. Please be reminded that this license is only valid:

- For a single event
- In one location
- For a period of not longer than five consecutive days

A temporary license is not renewable and may not be transferred. Not more than ten temporary retail food establishment/temporary retail food service operation licenses will be issued per licensing period to the same person or government entity to operate at different events within Summit County. For each particular event, the Summit County Combined General Health District will issue only one temporary retail food establishment/ temporary retail food service operation license to the same person or government entity at a single event.

When a licensed retail food establishment or licensed food service operation leaves their facility and operates at another location they **must** obtain a temporary food service operation license in the health district where the operation will be conducted.

A temporary license is **not** a mobile license. A mobile food service is defined as "a food service operation that is operated from a movable vehicle, portable structure or watercraft, routinely changing location, and does not remain at any one location for more than **forty (40)** consecutive days."

#### License Fee

The temporary license fees for the Summit County Health District are charged per event. A commercial license is **\$70.00 and a license for noncommercial food operation is \$35.00. "Noncommercial food operation" means a food operation as described in Chapter 3717. of the Revised Code, conducted by any of the following: an agency of the government, a church, school, non-profit youth group whose membership consists primarily of persons aged eighteen or younger, or an organization which is described in subsection 501(c)(3) and are tax exempt under subsection 501(a) of the Internal Revenue Code.**

## **General Information**

A regular or catering food service operation license cannot be substituted for a temporary license.

Each operator must provide a safe and sanitary operation. The enclosed checklist can be used to help you meet this intent.

When your application is approved, the license will be brought to you the day of the event.

Be sure to allow two weeks or more for processing.

The license must be displayed in a conspicuous and public manner in your operation during the event.

**If you have any questions, please contact the Food Safety Program at 330-812-3810**

**Application for a license to conduct a Temporary:**

(check only one)

- Food Service Operation  
 Retail Food Establishment

**Instructions:**

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **Summit County Health District**  
**\$90.00 for commercial or \$45.00 non-commercial**
4. Return check and signed application to: **Summit County Public Health**  
**1867 West Market Street**  
**Akron, OH 44313**

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

**Please note: Temporary licenses cannot be transferred nor refunded, even if the event is cancelled.**

Name of temporary food facility		
Location of the event		
Address of event		
City	State	Zip
Start date	End date	Operation time(s)
Name of license holder		Phone number
Address of license holder		
City	State	Zip
List all foods being served / sold		
I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:		
Signature		Date

**Licenser to complete below**

Valid date(s)	License fee: <b>\$90.00 commercial or \$45.00 non-commercial</b>
---------------	---

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.



# Summit County Public Health

1867 West Market Street ♦ Akron, Ohio 44313-6901

Phone: (330) 923-4891 ♦ Toll-free: 1 (877) 687-0002 ♦ Fax: (330) 923-7558

www.scphoh.org

## **TEMPORARY FOOD OPERATION CHECKLIST**

**This checklist is to be used to help you meet licensing requirements.**

Items Marked with a (\*) are required for every temporary food service operation. Failure to comply with items marked with a (\*) can result in suspension of your license and your ability to sell regulated food items at the event you are applying for.

For further clarification of requirements, see enclosed **Planning for Food Safety Document**.

**You must return this signed checklist with your signed application and your letter of intent to conduct a temporary operation before a license will be issued. Please make a copy if you need one.**

- [ ] All non-prepackaged foods (meat, poultry, fish, cooked vegetables, dairy products, etc.) **will be prepared at the event or in an existing licensed food operation**. All food products must come from an approved source (\*).
- [ ] All foods not in their original containers and readily identifiable must be labeled as to identity or common name (\*).
- [ ] All food products packaged for retail sale must be labeled with the name of the food and a list of ingredients at a minimum. Additional labeling may be required. Please see the enclosed **Planning for Food Safety Document** for additional information.
- [ ] Potentially hazardous food will be kept hot (135°F) or cold (41°F) at the event and during transportation to the event by using insulated containers or mechanical means (\*).
- [ ] All raw foods will be stored in a manner that minimizes cross contamination of ready to eat foods (\*).
- [ ] Mechanical refrigeration will be used for overnight storage of potentially hazardous food (\*).
- [ ] A metal stem-type thermometer will be used to assure proper temperatures. This thermometer is required for all operations selling potentially hazardous foods.
- [ ] All food will be protected from dirt, dust, flies, sneezing, or customers (\*).
- [ ] Three sinks or containers will be provided for the necessary washing, rinsing, and sanitizing of utensils and cookware. These containers must be large enough to submerge the largest pot, bowl or utensil in (\*).
- [ ] Test papers and a comparison chart will be used for checking chemical sanitizer strength. Please make sure that you have the appropriate papers and comparison chart for the type of sanitizer that you are utilizing (\*).
- [ ] A method for disinfecting hands will be provided within the operation. Hand sanitizers cannot be used as a substitute for an approved method of hand washing (\*).
- [ ] Disposable gloves and hair restraints are required of all food handlers (\*).
- [ ] Water from a safe, tested source will be used (\*).

- [ ] Sanitary toilet and hand washing facilities will be available within 300 feet of the unit (\*).
- [ ] Wastewater will be disposed into a sanitary sewer (\*).
- [ ] Refuse will be stored in covered, moisture resistant containers until disposal at an approved facility. The operation will be free of unnecessary items and litter (\*).
- [ ] **A person in charge will be present in the operation at all times that the operation is open.** This person must demonstrate knowledge of safe food preparation and handling methods (\*).
- [ ] The presence of insects, rodents and other pests shall be controlled to minimize their presence (\*).
- [ ] Live animals will be excluded from the area under the control of the operator of the temporary operation (\*).
- [ ] Containers of poisonous or toxic materials and personal care items will be kept to a minimum and will bear a legible manufacturers label (\*).
- [ ] The Letter of Intent to Operate a Temporary Food Operation and a drawing of your facility is included.
- [ ] SCPH has a **NO REFUND** policy regarding Temporary licenses and events. If your event is cancelled for any reason, a refund cannot be issued. Additionally, event dates cannot be transferred.

**The undersigned agrees to comply with all of the provisions stated above:**

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

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

**Please complete, sign and return both pages of this form.**



# Summit County Public Health

1867 West Market Street ♦ Akron, Ohio 44313-6901

Phone: (330) 923-4891 ♦ Toll-free: 1 (877) 687-0002 ♦ Fax: (330) 923-7558  
www.scphoh.org

## **Letter of Intent to Conduct a Temporary FSO/RFE**

What foods do you intend to prepare or serve?

---

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---

What is the source of the food (where did you get the food from)?

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---

---

Describe any hot holding and/or cold holding facilities that you are proposing to use.

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---

Describe your proposed hand washing facilities and warewashing facilities (hand washing facilities are required).

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Describe any equipment and utensils that you are using.

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Describe any support facilities that are available (restrooms, public hand washing stations, dish machines, etc.).

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**Please complete and return this form.**



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## **Facility Layout Drawing:**

Please draw the proposed layout for your temporary food facility. This drawing should be a “bird’s eye view” of the layout, as though you were looking down onto the area from above. Identify and describe all equipment including cooking equipment and hot and cold holding equipment, handwashing facilities, worktables, warewashing facilities, food and single service storage, garbage containers, and customer service areas. See example (on page 11) if you have any questions.

A large, empty rectangular box with a thin black border, intended for the user to draw a facility layout drawing.

**Please complete and return this form.**



# Summit County Public Health

1867 West Market Street ♦ Akron, Ohio 44313-6901

Phone: (330) 923-4891 ♦ Toll-free: 1 (877) 687-0002 ♦ Fax: (330) 923-7558  
www.scphoh.org

**This section is provided to help explain the requirements of operating a temporary food service location. Please review this section carefully and retain it for your reference.**

---

## **Planning for Food Safety:**

### **If applicable, have methods for adequate refrigeration of foods.**

This can be done with a refrigerator, or closed cooling chest containing ice or dry ice. If ice is used, keep foods above or out of melted ice water.

### **Food must be kept below 41°F to prevent unnecessary bacteria growth.**

Mechanical refrigeration must be used for overnight storage of potentially hazardous food.

### **If applicable, have methods for adequate heating of foods.**

This can be done with grill, barbecue, deep fryer or conventional heating method.

Foods prepared may be kept in a covered electric rotisserie but keep the product stirred so that the temperature of all the food stays constant and keep the temperature setting as high as possible (at least 135°F).

A metal stem-type thermometer is required to assure the attainment and maintenance of proper temperature.

### **Avoid offering higher risk food items for sale to the public.**

This would include:

- cream-filled pastries (homemade)
- cream-filled pies (homemade)
- any readily perishable dairy products in crock pots
- shredded chicken or meat products in crock pots
- home-canned foods are not to be displayed, sold or distributed in any manner
- salad-type sandwich spreads such as ham or chicken salad
- creamed macaroni or potato salad dishes
- raw, raw marinated, or partially cooked beef, poultry, pork, fish, mollusks or shellfish
- unpasteurized juices

### **Use foods from approved sources.**

Generally, foods purchased from your local grocery stores are from an approved source.

**Food packaged in a temporary food service operation or temporary retail food establishment and offered for self-service must be labeled.**

Label information shall include:

- the common name of the food, or absent a common name, an adequately descriptive identity statement;
- if made from two or more ingredients, a list of ingredients in descending order of predominance by weight, including a declaration of artificial color;
- flavor and chemical preservatives, if contained in the food;
- an accurate declaration of the quantity of contents;
- the name and place of business of the manufacturer, packer, or distributor;

**All food offered for sale must be protected from contamination, other foods, toxic or poisonous materials, dirt, dust, flies, sneezing, coughing or handling by customers, etc.**

This can be accomplished by keeping all displayed foods covered with wax paper, cellophane, clear plastic lids, etc. A food shield consisting of an intercepting pane of clear plastic or glass situated between the customers and the food to be protected is also acceptable.

Do not set up your stand so the cooking surface (grill, etc.) is to the front since this can result in customers leaning over prepared foods with the potential of contamination of food with dirt, sneezes, etc.

**All raw fruits and vegetables must be thoroughly washed in water or an approved vegetable wash before being served, cut or combined with other ingredients.**

**All potentially hazardous food products must be cooked to heat all parts of the food to the following temperatures:**

- ONE HUNDRED FORTY-FIVE (145) DEGREES FAHRENHEIT or above for fifteen seconds for raw shell eggs, beefsteaks, veal, mollusks, shellfish and fish.
- ONE HUNDRED FIFTY-FIVE (155) DEGREES FAHRENHEIT or above for fifteen seconds for pork, ground beef, and other ground meat/fish.
- ONE HUNDRED SIXTY-FIVE DEGREES (165) FAHRENHEIT or above for fifteen seconds for poultry, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites, or stuffing containing fish, meat, poultry, or ratites.

**All food products must be stored a minimum of six inches off the ground or floor.**

**Only persons in good health should prepare or serve food.**

**Under no circumstances should persons with colds, sore throats, skin infections, upset stomachs, diarrhea, cuts or boils, prepare or serve foods.**

**Persons handling food should wear clean clothes and wash hands frequently.**

**No smoking or use of tobacco is permitted while preparing or serving foods.**

**Hand washing facilities for persons handling food is important to reduce the possibility for food contamination and consist of one of the following:**

- Warm, running water under pressure with soap and single-use disposable paper towels and posted with sign instructing employees to wash hands;
- Coffee urn (or something similar) containing warm water with soap and single-use disposable paper towels. This is required of all operators preparing food;
- Disposable towelettes that contain an approved sanitizer (Benzethonium chloride, dimethyl benzyl ammonium chloride, chlorine, citric acid, etc.) may be used in certain, approved situations where NO exposed food will be handled. Air dry your hands after using these products, do not dry them with a paper towel. Always use all products per manufacturer's recommendations;
- Hand sanitizers cannot be used as a substitute for one of the above methods of hand washing;
- See example handwashing station below, on page 12.

**Multiple use equipment and utensils must be smooth, easily cleanable and free of pits, chips, dents, etc.**

**Single service or single use articles may not be reused.**

**All multi-use utensils and food contact surfaces must be cleaned and sanitized as often as needed to minimize the potential for cross-contamination.**

**Disposable gloves and hair restraints are required of all food handlers. In addition, handle food with tongs or single-service paper and serve to customer on single service, disposable tableware.**

**Ensure that all ketchup, mustard, sugar and similar condiments are dispensed from pump-type containers, squeeze-type containers or individual serving packets.**

**Pour-type products should not be dispensed from uncovered containers with spoons, knives or forks used for application.**

**Use (dry) non-dairy products instead of milk or cream for coffee creamer.**

**Avoid use of insecticides or other hazardous chemicals.**

**If you have reusable utensils (pots, pans, spatulas, etc.) they should be properly washed before reusing. This requires three sinks or containers (5 gallon buckets are commonly used).**

1. Wash with detergent.
2. Rinse with clear, clean water.
3. Sanitize with an approved sanitizer (i.e. Chlorine at 25-100ppm, Quaternary ammonia at 200 ppm or Iodine at 12.5-25ppm).

**Test papers are required for checking concentration of chemical sanitizer.**

**Wiping cloths must be rinsed frequently in a sanitizing solution and stored in the sanitizing solution between uses.**

**Use only water and ice from a safe, approved source.**

**Dispose of all wastewater into a sanitary sewer.**

**Have sanitary toilet and hand washing facilities within 300 feet of operation, during all hours of operation.**

**Store refuse in covered, moisture resistant containers until it can be properly disposed.**

**Food Security:**

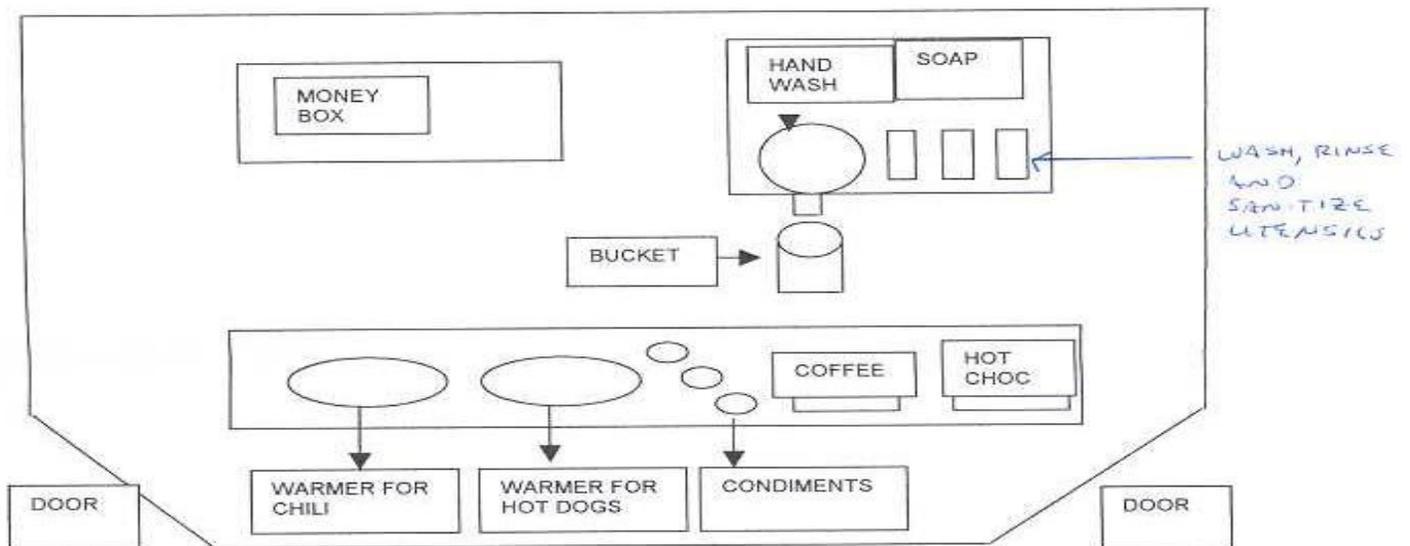
Food security is a vital element of planning for outdoor events. Unless personnel apply proper security practices to all areas of the outdoor food operation, food may become a target for contamination and intentional tampering and present a danger to public health.

The key to protecting food is to make it as difficult as possible for even a single tampering to occur. An effective food security program should consider all points where food is vulnerable to intentional contamination. It is important to remember that human intervention is required before contamination can take place.

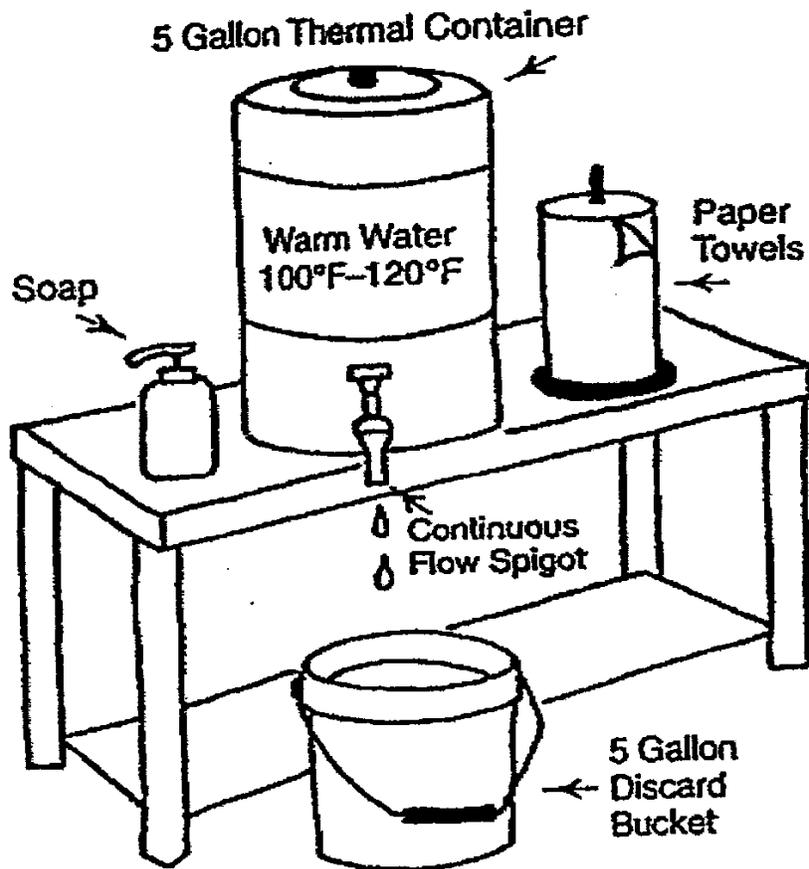
Therefore, precautionary measures should focus on eliminating any opportunities for contamination or product tampering throughout the entire outdoor food operation, from receiving to serving food to the customers.

**Example of Facility Layout Drawing**

A drawing of the facility layout and equipment list is required for all temporary food service operations and temporary retail food establishments.



## Example of a Handwashing Station



Be sure all workers frequently wash their hands thoroughly with soap, water and paper towels.

Wash hands each time employees change duties: After cleaning up, handling garbage, touching face, nose and other body parts, between breaks, after handling money, and after using a restroom.

## SECTION 8

# Insurance

1. Insurance is required for all events.
2. Minimum insurance coverage as follows: Commercial General Liability insurance on an occurrence coverage basis with limits not less than \$1,000,000 Bodily Injury and Property Damage each occurrence, \$1,000,000 Personal and Advertising Injury, \$1,000,000 Products/Completed Operations Annual Aggregate, and \$1,000,000 General Annual Aggregate; and Commercial Automobile Liability with limits not less than \$1,000,000 Annual Combined Single Limit – Bodily Injury, Property Damage. The City reserves the right to require higher limits of liability for events that include hazardous activities.
3. Said insurance shall provide for thirty (30) written days’ notice of cancellation to the City of Akron.
4. All independent contractors and vendors must maintain the same insurance requirements as Applicant.
5. Acord 25 Certificate of Insurance must be submitted to the City of Akron and include:
  - Commercial General Liability on an Occurrence basis
  - Automobile Liability
  - City of Akron shall be the certificate holder
  - City of Akron shall be named as additional insured on Commercial General Liability and Automobile Liability policies
  - Additional Insured boxes must be checked
  - The description box of the Certificate of Insurance shall include: “Per written rental agreement/permit dated \_\_\_\_\_, the City and its elected and appointed officials, administrators, employees, representatives, and agents are included as Additional Insureds to the General Liability and Auto Liability policies with respect to liability arising out of the named insured’s use of the City’s facilities. General Liability and Auto Liability coverages are primary and non-contributory.”
6. If the event includes food vendors, then a concessionaire application must be completed. Concessionaire application is available on pages 22-26.
7. The Applicant’s, independent contractor’s and vendor’s Certificates of Insurance must be received and approved by the City of Akron 14 days before each respective special event.

**For additional information please contact the  
Community Events Division.....330-375-2835**

## SECTION 9

# Park Shelter Rental

1. All requests for community shelters should be made on an official application and must be received at least thirty (30) days prior to the beginning of the event. All requests must be approved in writing by the Akron Recreation Bureau.
2. All requests for an application should go to the City of Akron Recreation Bureau, Steve Buschko at 330-375-2856.
3. City of Akron Recreation Bureau programs will take priority over any request for the use of facilities.
4. No beer or alcoholic beverages, opened or unopened, may be in the possession of any person, sold or consumed, carried into any park or recreation facility, or within the boundaries of the park.
5. The advertising or solicitation of any commercial product or service is prohibited.
6. The City of Akron does not provide accident insurance. Users are responsible for such matters as insurance, housekeeping, security, and adequate supervision.
7. The applicant must contact “Keep Akron Beautiful” at 330-375-2116 for trash and recycling containers. The containers must be distributed on park grounds. Applicant must collect litter at the end of the event and return receptacles to “Keep Akron Beautiful” immediately following the event.
8. No inflatables allowed.

**For additional information please contact the City of Akron Recreation Bureau  
Steve Buschko.....330-375-2856**

**SECTION 10**  
**Police Department**  
**Use of Streets - Parades, Runs, Street Closings**

1. Any community event may require the hiring of police officers.
2. Through the community event application process, the City of Akron will determine the amount of police officers and/or traffic control attendants needed for each community event.
3. Routes for parades, walk-a-thons, runs, or marathons will be established by the Akron Police Department Traffic Bureau.
4. Permits for Parades and Marathon Runs are specifically requested through, and approved by, the Akron Police Department Traffic Bureau.
5. A thirty (30) day notice, in writing, is requested for a Parade Permit or a Marathon Run. This is to be done before contacting the Community Events Coordinator.
6. It is required that a two (2) month notice be given for any event that closes an arterial street or one that carries a Metro bus route. Metro Transit must be notified.
7. Sketches of special event area are required. They must indicate all of the areas and/or streets being requested for closure of use.
8. For an event that a vehicle and/or semi-permanent structure is to be placed on a street or sidewalk it will be necessary to obtain a permit from Plans and Permits at 330-375-2010.
9. No beer or alcoholic beverages are permitted in a park or on public property, whether opened or not. (Streets are public property.)

**For additional information please contact the Akron Police Department  
Traffic Bureau.....330-375-2273**

## SECTION 11

# Showmobile Rental

1. An application (*Community Event Application* pgs. 4-6) is available from the Akron Recreation Bureau and must be submitted to the Akron Recreation Bureau **(60) days** in advance of the requested date. **No guarantee of consideration of the request will be given if the application is submitted later than the (60) days prior.** The use of the Showmobile is limited to City of Akron approved, sponsored, or co-sponsored events.
2. **All of the following items must be submitted by the renter and approved by the Service Director's office fourteen (14) days before the event or the request will be canceled:**
  - a. Certificate of Insurance  
Property Damaged Insurance Certificate for \$1,000,000.00 for Showmobile.  
General Liability Insurance Certificate for \$1,000,000.00 per event with the City of Akron named as "Additional Insured".  
*Note: Some events may require additional insurance*
  - b. All costs including rental cost are paid in full a minimum of (2) weeks prior to the event.
  - c. Approval letter from property owner (when applicable.)
  - d. Map designating the position for the Showmobile on event site.
  - e. Name and phone number of responsible person coordinating with City staff.
3. The location and time of the event must be approved by the Akron Recreation Bureau. Use is restricted to the City of Akron corporate limits.
4. The Showmobile is available for one (1) day only. Unit will be set-up approximately one and a half hours before the event(s). Provision for adequate security must be made for all usage by applicant, and security must be on site from time showmobile arrives until it leaves.
5. A City of Akron Recreation Bureau's technician is required for the operation of the Showmobile and for all sound systems used on the Showmobile. There is a city sound system available on the Showmobile that will be used on a limited basis for approved events at an additional fee. Private systems may be used upon approval. A technician provided by the Akron Recreation Bureau must be used in addition to outside sound technician when a private sound company is used.
6. All sound equipment that will be routed through the Showmobile to be controlled by the City of Akron Recreation Bureau technician.
7. If a private sound system is used, specific equipment must be stated in the application. Bands are to provide their own sound systems.
8. The volume will not exceed the anti-noise ordinances or policies of the City of Akron. The volume of the sound equipment is under the control of the City of Akron Recreation Bureau technician.
9. Nothing may be attached or affixed in any manner to the Showmobile without prior permission, including banners, flags, and signage.
10. When the Showmobile is in use, all City Ordinances regarding noise, traffic, parades, etc. shall be strictly obeyed.

11. The renter or group requesting use of the Showmobile shall have a representative present at the site when the Showmobile is scheduled to arrive. This representative is to direct placement of the Showmobile and to accept delivery of any equipment rented by the renter for the activity involved, and sign receipt of delivery. City of Akron Recreation Bureau technician will approve all locations of equipment prior to event.
12. All items not belonging to the City of Akron shall be removed from the Showmobile prior to shut down and towing. The Akron Recreation Bureau or any employee thereof shall not be responsible for any equipment placed or left on the Showmobile by the renter while it is in transit due to the renter's failure to remove it.
13. The Showmobile use must be approved in advance by the Community Events Division, and the Showmobile will not be used past 9:00 p.m. any evening without written permission by the Akron Recreation Bureau. Furthermore, the actual use of the Showmobile for any activity will not go beyond the designated and approved activity time period.
14. Renters or representatives of rental groups who fail to abide by the time limit set in the approved application or who violated anti-noise ordinance or policy in force in that area, shall be warned to cease and desist. If such warning is ignored, all power to the unit will be shut down by the City of Akron Recreation Bureau technician.
15. The City of Akron Recreation Bureau technician has the authority to end the program if the audience threatens the safety of the Showmobile, employees, or the City of Akron.
16. Police and/or security services are required at all sites where City of Akron staff and equipment are used.
17. Fee schedule (does not include insurance), and is only available for approved City sponsored or co-sponsored events.

Showmobile Rental:	\$500.00
Towing:	\$250.00
Technician:	\$30.00 per hour <i>(include 1 ½ hours before &amp; and 1 hour after the event time)</i>
Security:	Renter's responsibility

18. Cancellation Policy:
  - a. Refunds for cancellations will be made up to 48 hours prior to the event. Refunds will be made less 10 percent of the amount paid with 24 hours prior notice.
  - b. In case of inclement weather and the Showmobile is canceled, the renter is required to pay for any cost incurred. This will usually be four (4) hours of Technician's time, plus towing charges.
  - c. If for any reason the Akron Recreation Bureau cannot fulfill its part of the agreement, the rental cost will be refunded in full. The City of Akron accepts no other obligation.

**For additional information please contact the City of Akron Recreation Bureau  
Community Events Division.....330-375-2835**

## SECTION 12

# Tents

1. No tents shall be erected closer than six (6) feet to a property line, ten (10) feet to any building or structure, or closer to the street line than building line.
2. No tent shall be erected or used unless authorized by the Akron Fire Department. Such authorization shall not exceed thirty (30) days.
3. Tents shall not be treated with any substance or preparation which would increase the rate of combustibility of the fabric. Tents shall not be erected or used when subject to overloading by sleet or snow.
4. Prior to requesting final approval by the Building Department for a tent/awning permit, a certificate of Flame Resistance must be submitted and approved by the Akron Fire Department before tents, or awnings, are used for a special event.
5. The ground occupied by a tent and the area within ten (10) feet of a tent shall be cleared and maintained free of all flammable or highly combustible material or vegetation. The provisions of this section shall not preclude the use of necessary food for animals or other necessary materials incident to the purpose of the tent.
6. The fee for a permit to erect a tent that exceeds 120 square ft., shall be based on the estimated cost of rental or purchase of tent, as determined by the Summit County Building Inspection Division. Call 330-630-7280 for your tent permit information. If an organization rents a tent, the tent company will be responsible for picking up the tent permit, but the organization must first have an approved permit from the Akron Fire Department.
7. The provisions of this section, except as to safety, do not apply to temporary tents under 120 sq. ft. erected for the purpose of providing shelter at a cemetery for a funeral, special occasions (such as picnics, private receptions, and similar affairs lasting not more than one (1) day, Boy Scouts, or similar youth organizations) when erected and used under the direction of properly trained supervisors.
8. Any tent or canopy used for food warming or having an area greater than 120 square feet (10 x 12) and not used for cooking requires a 2-A: 10-B:C minimum rated fire extinguisher in the appropriate number. (Travel distance to the nearest extinguisher shall not exceed 75 feet).
9. There is a \$25.00 permit fee for any tent or canopy having an area great than 120 square feet (10 x 12). Permits and fees will go through the Akron Fire Department. Checks should be made payable to City of Akron.
10. Requirements for tent permits from Summit County Building Standards Division:
  1. The permit application shall be accompanied by the written consent of the owner or lessee of the property upon which the tent will be erected.
  2. A detailed site plan indicating property lines and the locations and separation distances to other structures including other tents.
  3. Zoning Department permit or letter from the local zoning office that states a zoning permit is not required for the installation.
  4. Fire Department permit or letter from the local fire official that states Fire Department approval is not required for the installation.
  5. Copy of the flame resistance certificate from the tent manufacturer (NFPA 701).
  6. Completed Building permit application form; accompanied with a fee of \$82.40.

## SECTION 13

# Miscellaneous

### **APPROVAL OF EVENTS**

Once a written request (Community Event Application) is received by the Community Events Coordinator, it will then be submitted to the Akron Police Department, Akron Fire Department, the Service Director's Office, Director of Neighborhood Assistance, and the Mayor's Office for approval. A city employee will contact you with your approval notification. After you receive your approval notification, it is the responsibility of the Event Liaison to work with the city's Community Event Coordinator to ensure that all requirements for the City are met in a timely manner.

### **BANNERS/SIGNS**

The hanging of banners or signs must have prior approval by the Service Director. Signs are governed by Akron Building Code Chapter 1979. No banners are permitted to hang across streets. For banner requests contact the Community Events Division at 330-375-2835.

### **BARRICADES**

The amount of barricades needed for an event will be determined by the community event coordinator, police department, and the event organizer. A deposit will be required for any barricade use. Deposit is fully refundable if all barricades are returned to the City within two days of the conclusion of event.

### **ELECTRIC**

When required, all electric service shall be installed by a licensed electrician. Any event requiring heavy electrical usage must identify needs with the City of Akron electrician's, and may be charged for a City of Akron approved electrician on site throughout the event. Electric extension cords shall be utilized properly. Gauge size of cords used must be compatible with equipment. They shall not be frayed. They shall be completely covered with tape or other method to prevent tripping. They shall be properly grounded.

### **FIREWORKS**

For a fireworks display, a permit must be obtained from Akron Fire Department at 330-375-2211. The permit must be secured a minimum of thirty (30) days prior to the event. A certificate of insurance is also required.

### **HYDRANTS**

To use a metered adapter on a hydrant, approval will be required from the Akron Public Utilities Bureau. Call 330-375-2627.

### **RIDES - AMUSEMENT RIDES**

Amusement rides do require certain safety features, certificates, and inspections by both the state of Ohio and the Akron Building Inspection Division. Written approval from both must be shown before approval can be given to conduct the event. State Ride Inspectors Certificate of Inspection on installation must be presented to the City of Akron License Bureau, at 330-375-2484, prior to license issuance.

### **TRASH PICK UP**

Trash pick-up on a site is the responsibility of each special event group, however there may be occasions to coordinate with Akron's Parks Division or Public Works Bureau. For assistance in litter control, call 330-375-2841. Portable trash pick-up receptacles and recycling containers may be available, upon request, through Keep Akron Beautiful at 330-375-2116.