2022 Community Event Handbook

A GUIDE TO PLANNING YOUR COMMUNITY EVENT IN AKRON

DANIEL HORRIGAN, MAYOR

OFFICE OF INTEGRATED DEVELOPMENT
Recreation & Parks • 220 S. Balch Street • Akron, OH 44302
Phone: 330.375.2854
www.akronohio.gov/communityevents

TABLE OF CONTENTS

Contact List.....1

1. General Guidelines.....2

COMMUNITY EVENT APPLICATION 3-5
Additional applications available at www.akronohio.gov/communityevents

LOCK 3 RULES FOR USE 6-7

SHOWMOBILE APPLICATION 8

CHECKLIST FOR EVENT 9

2. Beer and Liquor.....10

3. Block Parties.....11

4. Cascade Plaza.....12

5. Demonstrations.....13

6. Fire Department.....14-19

7. Food Concessionaries.....20

8. Insurance.....21

9. Park Shelter Rental.....22

10. Police Department/Use of Streets-Parades, Runs, Street Closings.....23

11. Showmobile Rental.....24-25

12. Tents.....26

13. Miscellaneous.....27

COMMUNITY EVENT CONTACT LIST

The City of Akron Recreation & Parks 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 Including event application and approval, barricades, insurance, and city services	**Laurie Chenevey**	**330-375-2854**
Block Parties	Akron Recreation Bureau	330-375-2835
Fire Department Inspections, Tent Permits	Fire Prevention Bureau	330-375-2211
Concessionaire License, Food Inspections	Summit County Public Health	330-923-4891
Licenses - Carnivals, Sidewalk Vendors	License Division	330-375-2484
Lock 3	Tish Jernigan	330-375-2877
Parade & Walkathon Route Approval, Parade Permits, Security, Street Closings	Sgt. Mike Vavro	330-375-2273
Park Shelter Rental	Jeff Incorvia	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 sixty (60) days 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.

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 Office of Integrated Development.

7. Fees or special requirements will be listed on your Community Event Approval. Please contact the Community Event Coordinator with any questions.

8. There is a $150 site fee charged for any city site used to host an event except Lock 3. All fees associated with the event will be listed on the Community Event Approval.

9. 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.

10. 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.

11. The City of Akron requires compliance with Chapter 34 (Equal Employment Opportunities) of the Codified Ordinances, and holds a harmless clause in all contracts.

12. Equipment cannot be dropped on city property without a written approval permit.

For additional information please contact the City of Akron Recreation & Parks
Community Events Coordinator…….330-375-2854

DANIEL HORRIGAN, MAYOR

CITY OF AKRON

2022
COMMUNITY EVENT APPLICATION

Office of Integrated Development
Recreation and Parks
Community Events Division
220 S. Balch Street • Akron, OH 44302
Phone: 330-375-2854
www.akronohio.gov

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 Office of Integrated Development.

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, 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)*

_____
_____
_____
_____
_____

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

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

☐ Trash Containers (96 gallon on wheels)	☐ Water (from hydrant)
☐ Recycling Containers (64 gallon on wheels)	☐ Electric (if available source onsite)
☐ Barricades	☐ Dumpster

☐ 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 reduced with co-sponsorship)*

SITE/ROUTE OR MAP

Site 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 to your application. 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 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

DANIEL HORRIGAN, MAYOR

Lock 3
RULES FOR USE
(Updated 2/7/22)

Only City of Akron sponsored and co-sponsored events may use the venue.

Reimbursement of costs
An administrative/service charge of **$500** will be paid in advance to "City of Akron" to cover the city's out -of -pocket costs for a site manager during your event, trash removal from site, the costs of cleaning the restrooms in the building before and after your event, and other general expenses. This charge covers 2 hours before the start of the event and 1 hour after the event is over. There will be an additional $25/hour charge if you exceed these limitations.

PARKING
Parking is available in the State Street parking deck. There is no charge for parking after 6pm Fridays, Saturdays, Sundays, or holidays – this is subject to change. 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. Once vehicles unload, they must re-locate to the deck for parking.

GRASS
The City of Akron works diligently to maintain the grass. Absolutely NO VEHICLES are to drive on the grass. You may drive on the concrete or Towpath to get closer to your destination within the footprint of the park. In the event that there is damage to the grass or other structures on the premises, you will be charged the repair costs.

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.
- In the event that trash is not properly cleaned up, a fee will be issued for cleaning costs.

DELIVERIES/PICK-UPS
There is fee of $50 per day to store any supplies for your event. All deliveries before event or pick-ups after event should be arranged in advance with Lock 3 staff by calling (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 fees associated with the use of each item. ***These fees are simply intended to help replace and maintain the equipment that we have on site and allow Lock 3 to retain the most quality event experience possible***.

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

ITEM		QUANTITY
Tables	Rectangle - Plastic 6'	30
	Round – Wooden 5'	12
Chairs	Plastic folding	80

$50 – For use of less than 10 tables and 20 chairs
$150 – For use of more than 10 tables and 20 chairs

Lock 3
RULES FOR USE CONTINUED

(page 2 – updated 2/7/22)

- ***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 – Small amplifier and microphone – good for making simple announcements to a small crowd.
  $150 – 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.

- **Bike Rack**:

  $5 per piece – A piece of bike rack is approximately 7' in length and 3 ½' in height. There are some bike racks located in Lock 3 that can be relocated in the park for no fee. However, if they are moved from the original location, please return to the correct position at the end of your event. If an event needs bike rack outside the immediate footprint of Lock 3 or requires that additional pieces need to be brought in to the footprint, the fee will be implemented.

- ***Two Way Radios**:*

  $10 per radio – Radios are helpful for events but they require maintenance several times of year and are very expensive to replace. Staff will be required to sign-out and sign-in radios with the understanding that any damage or replacement will be at the cost of the organization.

- ***Staffing:*** For an additional **$20 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. 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.

<u>LOCK 3 ALCOHOL POLICY</u>

- Lock 3 stocks a wide range of beverage products that you are able to select from. Lock 3 will provide all necessary items for sale of all beverages.
- Lock 3 has a full liquor permit that does not allow for donated alcohol of any kind.
- Event planners are not permitted to solicit sponsorship dollars from any alcohol partners.
- Lock 3 reserves the right to refuse or stop alcoholic beverage service to any individual or group at any time. The facility is required to enforce liquor laws as regulated by the State of Ohio.
- No alcoholic beverages will be served to anyone under the age of 21.
- No alcohol is allowed to be taken outside of the DORA.

DANIEL HORRIGAN, MAYOR

CITY OF AKRON

SHOWMOBILE APPLICATION

Complete application and return to:
City of Akron Office of Integrated Development
Recreation and Parks
Community Events Division
220 S. Balch St. • Akron, Ohio 44302
Phone: 330-375-2854

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 ½ 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 ½ hours before your event time, PLUS 1 hour after your event time

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:

Showmobile		**$500.00**	**Rental fee per day**
Towing		**$250.00**	**Towing fee per day**
Technician fee	_____ **hours x $30 =**	**$**_____	**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?
- ☐ 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 & Parks 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 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 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)

2. **No later than two weeks prior to the date of the party,** submit the completed Block Party Petition, and a $40 non-refundable fee (*check made payable to The City of Akron*) to the Community Events Division, 220 South Balch Street, 2nd Floor, Akron, OH 44302. If an application is turned in less than two weeks prior to the event, it will not be approved.

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 & Parks…….330-375-2835

SECTION 4
Cascade Plaza

1. All requests to use Cascade Plaza must be submitted on a Community Event Application (pages 3-5) for review and approval. 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 & Parks 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 Akron Recreation & Parks is also required.

5. Only persons authorized by Akron Recreation & Parks 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 & Parks
Community Events Division……330-375-2835

SECTION 5
Demonstrations

1. The Service Director must be notified of organized demonstrations or rallies. The request should be submitted on a Community Event Application (pages 3-5) 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, must submit the request on a Community Event Application (pages 3-5) 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 Clarence Tucker
81 W. Thornton Street
Akron, OH 44311
(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
81 W. THORNTON STREET
AKRON, OHIO 44311
(330) 375-2211
FAX # (330) 375-2146

NOTICE TO PROMOTERS

Promoters are required to obtain and distribute the 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 FOOD VENDORS

The State of Ohio requires all festival cooking operations 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

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

PITTS Fire Extinguisher
26 6th Street in Massillon
330-833-5508

SILCO Fire Prevention
451 Kennedy Road
330-535-4343

CHEMTRON Fire Systems
3823 Stow Road
330-688-0859

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_____ Set up date: _____
#_____ _____x_____ Take down date: _____
#_____ _____x_____

The following provisions must be met for Fire Department approval:

- □ Approved Fire Extinguisher in each tent
- □ No cooking
- □ Electrical inspected by Building Dept.
- □ Flame treated table coverings
- □ Certificate of Flame Resistance for tents
- □ Plot Plan
- □ No smoking signs posted
- □ No candles or open flame
- □ No sterno
- □ Number of exits _____
- □ Exit signs
- □ Other _____

Notes: _____

_____

_____

_____

I have been advised and understand the above provisions.

Signed by: _____ Date: _____

Printed name: _____

Approved by: _____ Date: _____

AKRON FIRE DEPARTMENT
81 W. Thornton St.
Akron, Ohio 44311

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 advertising

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 retardancy 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_____

Variances: _____

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) 923-6436

www.scphoh.org

Temporary and Mobile Licensing – Summit County Public Health Licensing

https://www.scph.org/food-safety/licensing

Cottage Food, Home Bakery and Farmer's Markets – Ohio Department of Agriculture

https://agri.ohio.gov/wps/portal/gov/oda/divisions/food-safety/resources/

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. For concessionaire application, please refer to Section 7 (pages 20-33).

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 City of Akron Recreation & Parks
Community Events Division…….....330-375-2854

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 City of Akron Recreation & Parks Division.

2. All requests for an application should go to the City of Akron Recreation & Parks

3. City of Akron Recreation & Parks 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 and Parks…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

An application (*Community Event Application pgs. 3-5 and Showmobile Application pg.8*) is available from the Recreation & Parks Division and must be submitted **(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.**

All of the following items must be submitted by the renter and approved by the Community Event Approval Committee 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 Recreation & Parks. 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 & Parks technician is required for the operation of the Showmobile.

6. Bands are to provide their own sound systems.

7. 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 & Parks technician.

8. Nothing may be attached of affixed in any manner to the Showmobile without prior permission, including banners, flags, and signage.

9. When the Showmobile is in use, all City Ordinances regarding noise, traffic, parades, etc. shall be strictly obeyed.

10. 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 & Parks technician will approve all locations of equipment prior to event.

11. All items not belonging to the City of Akron shall be removed from the Showmobile prior to shut down and towing. Akron Recreation & Parks 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.

12. 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 Akron Recreation & Parks. Furthermore, the actual use of the Showmobile for any activity will not go beyond the designated and approved activity time period.

13. 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 & Parks technician.

14. The City of Akron Recreation & Parks technician has the authority to end the program if the audience threatens the safety of the Showmobile, employees, or the City of Akron.

15. Police and/or security services are required at all sites where City of Akron staff and equipment are used.

16. 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
	(include 1 ½ hours before & and 1 hour after the event time)
Security:	Renter's responsibility

17. 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 Akron Recreation & Parks 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 & Parks
Community Events Division……..330-375-2854

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 the fee.

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 Office of Integrated Development for approval. 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 street pole banner requests contact the Community Events Division at 330-375-2854.

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 may 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 will 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 with the Community Event Application. Please submit the request with your Community Event Application.

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. Portable trash pick-up receptacles and recycling containers may be available, upon request, through Keep Akron Beautiful at 330-375-2116.