

VILLAGE OF NORTH BALTIMORE
EVENT POLICY

Approved by Village Council: Resolution NO. 02 – 2026 Effective Date: February 13, 2026

1. Purpose

This policy establishes consistent procedures for reviewing, approving, and managing events within the Village of North Baltimore. Its intent is to promote safe, enjoyable, and well-organized activities that foster community engagement while protecting public health, safety, Village property, and limiting liability exposure.

2. Scope

This policy applies to any public or private event that uses or closes any public street, sidewalk, park, right-of-way, or Village facility; requires Village personnel, materials, or equipment; or anticipates significant public attendance, traffic impact, or public safety involvement. Private gatherings conducted entirely on private property that do not require Village services, permits, or approvals are exempt.

3. Permit Requirement and Timeline

All events meeting the above criteria require submission of an All Events Permit Application approved by Village Council. Applications shall be submitted at least thirty (30) days prior to the proposed event date unless waived by the Village Administrator for good cause. Applications may be accepted up to one (1) year in advance of the event date. Final approval is contingent upon submission of all required documentation and satisfaction of applicable conditions.

4. Application Review

The Village Administrator shall distribute applications to affected departments for review, including Police, Fire, and Public Works. Department heads may attach reasonable conditions or require coordination meetings prior to approval. The Village Administrator or Council may deny or revoke approval if the applicant fails to provide required information, poses a public safety or liability risk, or has outstanding obligations or violations with the Village.

5. Required Documentation

Each application shall include a completed All Events Permit Application and, unless waived, sufficient documentation to allow the Village to evaluate the event, including a site map or route plan showing road closures, staging, and parking areas; vendor lists and contact information when applicable; proof of required insurance; fire safety information when applicable; food service information when applicable; and a description of measures to mitigate trip hazards such as electrical cords, hoses, or uneven surfaces.

6. Insurance Requirements

A Certificate of Liability Insurance naming the Village of North Baltimore as an Additional Insured is required for all events conducted on Village property, streets, or facilities unless waived pursuant to this policy. Minimum Commercial General Liability coverage shall be \$1,000,000 per occurrence and aggregate.

Insurance shall not be required for events that meet all of the following criteria: the event is a small, non-commercial gathering hosted by an individual or informal group; attendance does not exceed one hundred (100) persons at any one time; no admission fee is charged and no sales of goods, services, or alcohol occur; no street closures are required, no on-site police, fire, or public works staffing beyond routine patrol is required; and the event does not present unusual risk based on the nature, duration, or location of the activity. Events meeting all criteria are waived from insurance requirements.

For events that do not meet the above criteria, Village Council may, by formal action, approve alternative forms of coverage or waive the insurance requirement when it determines that the risk to the Village is minimal or otherwise adequately addressed.

Except where insurance is waived pursuant to this policy, the applicant shall defend, indemnify, and hold harmless the Village of North Baltimore, its elected and appointed officials, employees, volunteers, and agents from all claims, damages, losses, and expenses arising out of or related to the event.

7. Coordination with Law Enforcement and Safety Agencies

Any event expecting more than one hundred (100) attendees must coordinate directly with the North Baltimore Police Department. For the duration of the event, at least two (2) police officers must remain assigned to general village coverage, and at least two (2) police officers must be assigned to the event itself. The Police Chief and Mayor, with the concurrence of the Council Public Safety Committee Chair, will determine whether additional support from the Wood County Sheriff's Office Auxiliary is necessary. The Police Chief, Fire Chief, or Public Works Superintendent may impose additional safety, traffic-control, or emergency-access requirements based on the size and nature of the event.

8. Public Health and Food Service

The Village will notify the Wood County Health Department at least thirty (30) days prior to any approved event involving food service. Organizers are encouraged to promptly contact the Health Department to ensure compliance with inspection and licensing requirements. Food vendors shall not operate unless all documentation required under Section 5 has been submitted and approved, including proof of current food service licensure, an anticipated menu, a plan for grey-water disposal using Village-designated disposal locations, and a Certificate of Liability Insurance naming the Village of North Baltimore as an Additional Insured. Each food vendor shall maintain Commercial General Liability insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 aggregate, naming the Village of North Baltimore as an Additional Insured.

9. Signage and Posting

No person shall post or affix any sign, placard, advertisement, or inscription on Village property except as authorized by the Village. Temporary event signage shall be removed within twenty-four (24) hours after the event concludes.

10. Clean-Up and Restoration

Event organizers are responsible for all post-event cleanup and restoration of Village property. Failure to restore the area may result in billing for cleanup costs, denial of future event permits, or the requirement of a refundable deposit or surety bond for subsequent events.

11. Departmental Oversight

The following officials are responsible for departmental coordination and compliance oversight: the Police Chief for security, traffic control, and law enforcement coordination; the Fire Chief for fire safety, emergency access, and inspections; the Public Works Superintendent for street closures, barricades, sanitation, and infrastructure; and the Village Administrator for overall event coordination, insurance verification, permit issuance, and enforcement.

12. Revocation and Enforcement

Village Council may revoke event approval at any time for failure to comply with this policy or conditions of approval. The Village Administrator or Mayor may revoke or suspend approval if event activities deviate materially from the approved plan, pose an immediate risk to public safety, or violate Village ordinances or this policy. Unpermitted events, or events failing to comply with this policy, may be subject to enforcement action or denial of future approvals.