

## NORTH BALTIMORE - ALL EVENTS PERMIT APPLICATION

Event date[s]: \_\_\_\_\_ Beginning/Ending times: \_\_\_\_\_

Event name: \_\_\_\_\_ Sponsor/Organization: \_\_\_\_\_

Contact person[s]: \_\_\_\_\_ Contact phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event type [describe]: \_\_\_\_\_

Event location: \_\_\_\_\_

Liquor: ☐ Served ☐ Sold ☐ Not applicable

Permit type requested:

☐ Oversized load travel permit [route]: \_\_\_\_\_

☐ Parade [route]: \_\_\_\_\_

☐ Parking restrictions [location(s)]: \_\_\_\_\_

☐ Stationary event [location(s)]: \_\_\_\_\_

☐ Street closure [street(s)]: \_\_\_\_\_

☐ Other closure [location(s)]: \_\_\_\_\_

Village of North Baltimore Involvement Requested

☐ Fire Department

☐ Police Department

☐ Public Works Department

☐ Barricades

☐ Barricade lights

☐ Parking Cones

Other requests/unusual circumstances: \_\_\_\_\_

Certificate of Liability Insurance attached: ☐ Yes ☐ No ☐ Pending ☐ Not applicable

Liquor permit attached: ☐ Yes ☐ No ☐ Pending ☐ Not applicable

Fire Department Inspection request: ☐ Yes ☐ No ☐ Pending ☐ Not applicable

### INSURANCE & LIABILITY REQUIREMENTS

The applicant is responsible for any injury, damage, or loss arising from or related to the event.

A Certificate of Liability Insurance naming the Village of North Baltimore as an Additional Insured is required for all events on Village property unless waived by the Administrator or Council. Coverage must include Commercial General Liability of at least \$2,000,000 per occurrence and aggregate, with thirty (30) days' written notice of cancellation.

If the event is sponsored by the Village, a First Amendment demonstration, or otherwise covered under Village insurance, the Administrator or Council may document a waiver.

The applicant agrees to defend, indemnify, and hold harmless the Village of North Baltimore, its officials, employees, volunteers, and agents from all claims or expenses arising from the event.

Insurance Status: ☐ Attached ☐ Pending ☐ Waived

## SAFETY & EVENT MANAGEMENT REQUIREMENTS

- Food vendors and food trucks must provide an anticipated menu and a plan for grey-water disposal (the Village has designated disposal locations).
- All electrical cords, cables, and other tripping hazards must be secured, covered, or routed to prevent injury.
- Events anticipating more than 100 attendees require coordination with the Wood County Sheriff's Office Auxiliary, unless current manpower is determined sufficient by the Mayor.
- Applications must be received no fewer than sixty (60) days prior to the scheduled event date.

## NOTICE TO APPLICANTS

Pursuant to Section 559.13(a)(3) of the Codified Ordinances of the Village of North Baltimore:

No person or persons on Reservoir Property and adjacent Village-owned land, or in any Village-operated park or recreational facility, shall post or affix any sign, placard, advertisement, or inscription whatever, nor shall any person erect or cause to be erected any sign whatever on any public lands or highways or roads adjacent to Reservoir lands or other park property, except signs and markings posted by Village authorities.

The Village of North Baltimore's Administration and employees are not responsible for any lost or stolen property or damage to Village property during approved permit days/hours. The permit holder assumes all liability for replacement cost of lost or stolen Village property.

**I acknowledge that I have read and understand all requirements set forth in this permit application and the Village's special event policies.**

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

Return completed applications to the Village Administrator, Village of North Baltimore, 205 N. Main Street, North Baltimore, OH 45872, or email [NBAdmin@northbaltimore.net](mailto:NBAdmin@northbaltimore.net)

## FOR VILLAGE USE ONLY

Special Conditions: \_\_\_\_\_

Approvals		
Aaron Patterson, Mayor		Date:
Joshua Bender, Village Administrator		Date:
Ted E. Francisco II, Fire Chief		Date:
David Lafferty, Chief of Police		Date:
Josh Long, Public Works Superintendent		Date: