

## VILLAGE OF NORTH BALTIMORE SPECIAL EVENTS & FESTIVALS POLICY

### 1. Purpose

This policy establishes consistent procedures for reviewing, approving, and managing all public events and festivals 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, and property.

### 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 expects significant public attendance, traffic impact, or public safety involvement. Private gatherings on private property not requiring Village services or permits are exempt.

### 3. Permit Requirement and Timeline

All events meeting the above criteria require an All Events Permit approved by the Village Administrator and Mayor. Applications must be submitted at least sixty (60) days before the proposed event. Applications may be accepted up to two (2) years in advance of the event date. Only one application per organizer will be processed every two weeks. Final approval is contingent on submission of all required documentation.

### 4. Application Review

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

### 5. Required Documentation

Each application must include a completed All Events Permit Application; a site map or route plan showing road closures, staging, and parking areas; a vendor list and contact information; a Certificate of Liability Insurance as required under Section 6; a fire safety plan if applicable; for food vendors and trucks, an anticipated menu and grey-water disposal plan (the Village maintains designated grey-water locations); 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 expressly waived by the Village Administrator or Council. Minimum Commercial General Liability coverage shall be \$2,000,000 per occurrence and aggregate. Certificates must provide thirty (30) days' written notice of cancellation. Proof of coverage must be submitted with the application or marked "Pending." DORA participants must name the Village as an Additional Insured and provide a certificate demonstrating compliance. If the event is sponsored or managed directly by the Village, constitutes a First Amendment demonstration, or is otherwise covered under Village insurance, the Administrator

or Council may document a waiver. The applicant shall defend, indemnify, and hold harmless the Village, its elected and appointed officials, employees, volunteers, and agents from all claims, damages, or expenses arising from the event.

**7. Coordination with Law Enforcement and Safety Agencies**

Events anticipating more than one hundred (100) attendees require coordination with the Wood County Sheriff's Office Auxiliary unless the Mayor determines that current police manpower is sufficient. The Police Chief, Fire Chief, or Public Works Superintendent may impose additional safety, traffic control, or emergency access requirements based on event scope.

**8. Public Health and Food Service**

The Village will notify the Wood County Health Department at least thirty (30) days prior to each approved event involving food service. Organizers are encouraged to contact the Health Department immediately after Council approval to ensure compliance with inspection and licensing requirements.

**9. Signage and Posting**

Per Section 559.13(a)(3) of the Village Codified Ordinances, no person shall post or affix any sign, placard, advertisement, or inscription on Village property except as authorized by the Village. Temporary event signage must be removed within 24 hours after the event concludes.

**10. Clean-Up and Restoration**

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: Police Chief for security, traffic control, and law enforcement coordination; Fire Chief for fire safety, emergency access, and inspection approvals; Public Works Superintendent for street closures, barricades, and sanitation services; and Village Administrator for overall event coordination, insurance verification, and permit issuance.

**12. Revocation and Enforcement**

The Village Administrator or Mayor may revoke a permit if event activities deviate materially from the approved plan, pose a risk to public safety, or violate Village ordinances. Unpermitted events, or those failing to comply with this policy, may be subject to citation or denial of future permits.

**13. Effective Date**

This policy shall take effect immediately upon adoption by Village Council and shall apply to all events scheduled on or after that date.

Approved by Village Council: \_\_\_\_\_ Date: \_\_\_\_\_

Attested by: \_\_\_\_\_ Village Administrator