

ORDINANCE NO 1667-2020

*Introduced By: Ms. Snyder
First Reading: February 3, 2020
Second Reading: February 18, 2020
Third Reading: March 2, 2020*

AN ORDINANCE ADOPTING A SPECIAL EVENTS PERMIT AND PERMIT FEE

Now, Therefore, Let it be it ordained by the Council of the Village of Lakemore, County of Summit, State of Ohio:

Section 1: That Village of Lakemore Council adopts a Special Events permit and fee. A copy of the permit application is attached hereto and made part of as if fully re-written herein.

Section 2: It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

Section 3: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed: *March 2, 2020*



RICHARD COLE, JR., Mayor

ATTEST:



TRACY FAST, Fiscal Officer

I, Tracy Fast, Fiscal Officer of the Village of Lakemore, do hereby certify that the foregoing Ordinance No. 1667-2020 was duly adopted by Council at its regular meeting held on *March 2, 2020*.



TRACY FAST, Fiscal Officer



1400 MAIN STREET
LAKEMORE, OH. 44250
(330) 733-6125

SPECIAL EVENTS APPLICATION

A community event is any event that is open to the public, has an estimated attendance of 50 people or more, and which uses property within the Village of Lakemore. An application must be processed for each community event and written approval must be received from the Village of Lakemore before a public announcement of the event can be made. Use of Village equipment and personnel is limited to events approved by the Village. The event application fee is 50.00. Village fees may be waived in whole or in part for Village-sponsored or co-sponsored events.

Application must be turned in 45 days prior to event.

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

Return Completed Application and fee to: Village of Lakemore Town Hall, 1400 Main St. Lakemore OH. 44250

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 as 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: _____ E-Mail: _____

INFORMATION ABOUT YOU AND YOUR ORGANIZATION:

Organization's address: _____

Organization's phone: _____ Fax: _____ E-Mail: _____

Individual Making Application: _____ Position with Organization: _____

Applicant's Day Phone: _____ Evening Phone: _____ E-Mail: _____

Organization Tax ID Number: _____ Is this organization tax exempt? _____ Yes _____ No

If yes which section of the IRS Code has the exemption been granted? _____

Does your organization file a Form 990? _____ Yes _____ No
(If yes, please note that the Village 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 approval from the Lakemore Fire Department and Summit County Standards Division.

- ☐ Organization to provide trash receptacles
- ☐ Designated Parking Areas
- ☐ Inflatables
- ☐ Handicapped Parking Access
- ☐ Carnival Rides
- ☐ Generator
- ☐ Vendor Booths _____ Informational _____ Items/Services for Sale
- ☐ Pyrotechnic Display
- ☐ Food Vendors
- ☐ Banners/Signage on Site
- ☐ Barricades
- ☐ Kids Activities _____ Free _____ Items/Services for Sale
- ☐ Entertainment scheduled
- ☐ First Aid Services
- ☐ Sound Equipment
- ☐ Portable Toilets, # of 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.

☐ **Street Closings (list streets)** _____

☐ **APPLICATION APPROVED**

☐ **MAYOR SIGNATURE:** _____

☐ **VILLAGE ADMINISTRATOR SIGNATURE:** _____

☐ **FIRE CHIEF SIGNATURE:** _____

☐ **POLICE CHIEF SIGNATURE:** _____