



City of Hudson, Ohio

SPECIAL EVENT HANDBOOK

Policies and procedures for hosting special events in Hudson

The City of Hudson loves to celebrate! Festivals and special events help create an image of an exciting city on the move. From major events in our City's historic downtown, to concerts and art festivals, we are fortunate to have a diverse array of events produced by dozens of community organizations each year.

To assist you in planning your event, we have compiled this helpful ***Special Event Handbook***. Inside you will find information on Hudson event venues, directions on how to submit a Special Events Application and other necessary applications and information regarding security, emergency medical services, clean-up, and insurance requirements. When your event is approved by the City Manager, we will list it on Hudson's on-line events calendar at www.hudson.oh.us.

Please carefully review this Handbook to determine the applications, security deposit, and insurance requirements for your event.

We hope this Handbook will be helpful to you as you plan.

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SPECIAL EVENT APPLICATION PROCESS

Special Events Policy

A special event within the City of Hudson to be conducted on City streets, parks or other public areas must be approved by the Hudson City Manager. To hold a special event, the sponsoring organization must complete a Special Event Application in writing to the City Manager's Office **no later than sixty (60) days prior** to the date of the actual event. Completed forms, security deposits and insurance certificates should be returned to: Attn: Communications Manager, City of Hudson, 27 E. Main Street, Hudson, Ohio 44236.

The Application Form must be accompanied by all appropriate deposits, site maps, other permit applications (vendors permits, etc.), and an Insurance Certificate required by this policy. The Application will not be considered complete and will not be forwarded to the City Manager for approval until all supporting materials are provided as required.

The City will review all Special Event Applications, including consulting with the applicant as necessary to resolve problems. The City Communications Manager will act as the City liaison with organizations for the event.

The City will determine, based on the information provided by the applicant, the number and scope of City services that will be provided by the City for the event, and what services the organization will be required to provide.

Who Must Complete a Special Events Application?

Anyone who plans to host a festival or event in Hudson that will:

- be held on or affect Hudson City streets, sidewalks or property;
- require Hudson City services beyond those the City provides its citizens under ordinary, everyday circumstances; or
- have features that require issuance of one or more additional licenses or permits (e.g. fireworks, vendor sales, street closings, etc.)

Special Event Security Deposit

A **refundable Security Deposit of \$150.00** is required at the time of application. The Security Deposit check should be made payable to the "City of Hudson." The check will be returned to the sponsoring organization or individual after the event, when the City has determined that no damage to public property has occurred, and the property was left cleaned and in the same condition as prior to the start of the event. Weddings, wedding photography and block parties do not need to submit a security deposit with their application.

Where do I get a Special Event Application and other permit forms?

Special Event Application Forms and a copy of this Handbook are available on the City's web site (www.hudson.oh.us) or can be obtained at Town Hall, City Of Hudson, 27 E. Main Street, Hudson, Ohio 44236. For more information, call Jody Roberts, Communications Department, (330)-342-9539 or email at jroberts@hudson.oh.us.

Certificate of Insurance is required at time of application

No Special Event Application will be processed or approved, unless or until the Hold Harmless Clause in the Special Event Permit Application is signed by a duly-authorized agent of the Special Event. The Application will not be approved until a Certificate of Insurance is provided by the Organization that meets the liability requirements stated in this Handbook (see Insurance section).

Two or More Applications for the Same Event Date

Events that were held in the City the prior year will be given first preference for dates the next year. If two or more Special Events request the same date, the application that was received first will be granted preference for the requested date. Once a Special Event Permit has been granted, the City will try not award additional permits for the same date, time or general location.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted on City of Hudson public property or public streets. You may not sell or distribute alcoholic beverages on public property or rights of way during your event. When alcohol is served on private property that is part of a larger public event, the event manager must ensure that alcoholic beverages will not be carried into public areas. Patrons who violate these rules will be prosecuted under City or State laws regarding alcohol, and the event may not be permitted to continue.

BLOCK PARTIES

To host a Block Party in the City of Hudson, the individual or group must submit a Special Event Application to the City, if possible, at least thirty (30) days before the event. Approval of Block Parties by the City of Hudson will be subject to the following stipulations:

- Closing of streets and public rights of way for Block Parties will be restricted to weekends and holidays between the hours of 8:00 a.m. and 10:00 p.m.
- Street closings for a Block Party must not create a traffic or safety problem.
- Access for local traffic and emergency vehicles must be maintained at all time.

When available, cones will be dropped off for your use to close a street, based on instructions for closures provided by the City.

A Block Party Application Form is available on the City's web site at www.hudson.oh.us or at Town Hall, 27. E. Main Street. For more information about Block Parties, contact the City Communications Manager at 330-342-9537.

ELECTRICAL SERVICES

Hudson Public Power, which is owned and operated by the City of Hudson, is available to provide limited electrical service to special events at public venues where electrical hook-ups are available. Event producers must indicate their specific electrical requirements, including types of equipment to be used and wattage information on the Special Event Application. The event producer also must provide a Site Map with the number of vendors, amperage needs of each vendor, location of vendors, needs for electrical service for lights, sound systems, etc.).

PLEASE DO NOT ASSUME THAT ELECTRIC SERVICE IS AVAILABLE AT THE LOCATION YOU REQUEST. Depending on the location, Hudson Public Power may not have electrical power available at the site you intend to use. Please confirm with the City that electricity is available before you finalize your event plans.

The City only provides locations in which to plug in electrical equipment. We do not provide or rent generators, light towers, cord covers or extension cords for events.

If you would like to hire a Hudson Public Power electrician (off-duty) for your event, please indicate this on your Application. We will provide you with contact names, and you must negotiate and contract with the electrician on his or her off-duty hours regarding scheduling and payment for electrical services.

Hudson Public Power must be contacted prior to installing and operating any electrical service at an event. Hudson Public Power reserves the right to require an electrical inspection prior to the opening of the event, and has the right to stop the event at any point if they determine that safety issues or electrical hazards might be present.

Hudson Public Power cannot fulfill last minute requests for electricity (for example, on the day of the event). For more information, contact the Hudson Communications Manager at 330-342-9539.

EMERGENCY MEDICAL SERVICES

Hudson Emergency Medical Services will provide EMS coverage for special events, with the following guidelines. We staff or Safety Center on the day of your event based on the anticipated number of attendees for the event. For larger event, we may require that an ambulance and crew be stationed at the event. EMS will make the final decision regarding whether or not an on-site presence will be required.

If a mass casualty occurs at an event, causing large numbers of event patrons to need medical attention, the producer of a festival or event shall bear the costs of additional personnel and equipment required at the event

For more information about emergency medical services for special events, please contact Hudson EMS at: 330-342-1842.

FIRE SAFETY REGULATIONS

All events must adhere to fire safety regulations and requirements as determined by the Hudson Fire Department, based on the Ohio Fire Code. The scope of the Fire Department's involvement in the event will be determined upon submission of the application and discussions with the applicant. Based on the Ohio Fire Code and the State Fire Marshall's office, following is a list of specific fire safety items required to ensure a safe public event. This does not exclude other safety requirements as prescribed by other agencies. However, it does offer specific areas of concern that we frequently encounter. Please review and distribute copies of this list to all vendors participating in your event.

1. **A fire extinguisher is required for all tents and trailers.** Trailers and tents involved in cooking operations are required to have a fire extinguisher with a 10 lb. A:B:C rating or K class extinguisher. Non-cooking tents and trailers shall have a 10 lb. A:B:C rated extinguisher. The Fire Official, based on tent size and other hazards, may require additional fire extinguishers. **EXCEPTION:** Extinguishers are not required for pop-up type canopies 10 feet by 10 feet or less in size which do not have side panels. Ratings are clearly marked on the extinguisher. Extinguishers must display a current inspection tag by an authorized extinguisher service company. Extinguishers shall be clearly visible and readily accessible.
2. Propane cylinders are to be of an approved type and secured to a non-moveable structure. **Securing cylinders to tent structures is not permitted.** This is to prevent the tipping of

the cylinder and damage to the valve. If this cannot be accomplished, the Fire Official must approve alternate methods of securing prior to use. Cylinders are to be checked for leaks utilizing a soapy water solution. Fittings are to be tight and of an approved type for propane use.

3. **Prior approval must be obtained before open flame devices** can be placed under tents. This includes grills, French fryers, and free standing propane burners. The fire official may permit some types of totally enclosed stoves or griddles with prior approval.
4. **Tents greater than 200 square feet require permits** and inspections from Summit County Department of Building Standards (330-630-7280).
5. **Fire lanes are to be established** as directed by the fire official and shall be maintained at 18 feet width. This measurement shall be obtained and established after all awnings are extended and tents located.
6. **Fire hydrants are not to be blocked** and shall have ten feet of clearance from all sides – five feet from the back.
7. **NO SMOKING signs** are to be posted in all public assembly tents in places visible to the general public. **Exit signs** are also required and shall be placed directly above the exits as determined by the fire official.
8. **All electrical cords shall be UL approved and free from damage.** Cords should have the proper plug ends and be located to prevent damage. Bridging may be necessary in areas where cords are located in foot and vehicle traffic paths. Cords should also be protected from water and other environmental issues. **Multi-plug adapters, such as cube adapters and plug strips without circuit protection (fuse or circuit breaker) are prohibited.** All extension cords are to be approved for outdoor use. Temporary lighting is not permitted to be suspended from the wiring unless designed to do so. A support wire shall be attached to the wiring of the lighting to ensure its stability.
9. **Electrical generation equipment requires inspection** from Summit County Department of Building Standards (330-630-7280).

Should you have any questions regarding fire safety issues, please feel free to contact the Hudson Fire Department at 330-342-1860.

FIREWORKS DISPLAYS/PYROTECHNICS

Public fireworks displays and the use of pyrotechnics or special effects require a Fireworks Permit from the Hudson Fire Department. Applications for a Fireworks/ Pyrotechnic Displays Permit must be submitted to the City of Hudson Fire Department at least thirty (30) days prior to a performance or event.

A valid Certificate of General Liability Insurance is required. The Certificate of Insurance shall state that the coverage afforded under the policy 1) will be in effect for the duration of the Performance/Event; and 2) will cover claims up to \$3,000,000.00 per occurrence. The City of Hudson must be listed as an additional insured on the certificate. The event sponsor will be charged appropriate hourly rates for fire department staffing at these events. For more information, contact the Hudson Fire Department at 330-342-1860.

FOOD SAFETY/HEALTH DEPARTMENT REGULATIONS

If food or drinks (other than pre-packaged) will be served at the event, event producers must obtain a Health Permit from the Summit County Health Department. It is the responsibility of the event manager to contact the Summit County Health Department and obtain the proper permits. The City reserves the right to cancel any event where the proper County permits have not been issued. The Summit County General Health District can be reached at 330-926-5600.

HOURS OF OPERATION, SET-UP, TEAR DOWN

Preparation and Set-Up

All on-site preparation and set-up may not begin **before 6:00 p.m. on the day before the event opens**, provided that no other events are scheduled for that day. Additional set-up time can be requested by the event manager, and will be granted by the City ONLY if there are no other previously scheduled events in that location, the set-up does not interfere with businesses and residents in the area, traffic is not disrupted during set-up, and the event manager is responsible for any safety and security issues resulting from the equipment being on public property for additional days. The City has the right to refuse to grant permission for additional set-up time.

Hours of Operation

All events will **begin no earlier than 7:30 a.m. and will conclude no later than 10 p.m.** on any day. Entertainment provided by bands or other music sources must end no later than 10 p.m.

Tear Down

All structures, tents, trailers, booths, toilets, and other temporary structures **must be removed from City property immediately following the event.** The event manager must apply for, and receive, approval for any exceptions to this policy.

INSURANCE REQUIREMENTS

General Event Insurance Coverage

All organizations sponsoring an event in the City of Hudson will be required to maintain general liability insurance with coverage for personal injury and property damage incurred by people attending the event, damage to property or equipment used during the event, and property damage to city property caused by sponsors, vendors, volunteers or visitors to the event.

General insurance in an amount not less than one million dollars (\$1,000,000) is required before an event will be approved on public property. The insurance shall indemnify and save harmless the City from any and all judgments, costs or expenses which the City may incur or suffer by permitting the special event. **Each policy shall name "The City of Hudson" as an additional insured.**

Fireworks Insurance Coverage

If you are planning to have **fireworks** at your event, you will need additional insurance to cover the fireworks display. Contact the Hudson Fire Department at 330-342-1860 regarding the limits and requirements of this type of policy.

Vendor/Concessionaire Insurance Requirements

If your event will have **food or merchandise vendors**, each vendor will need to complete a vendor application form, along with the vendor's individual proof of insurance coverage. The insurance coverage and requirements for each vendor, is the same as listed above for the event sponsor. If you are planning to hold a large-scale event, with many vendors and concessionaires, you may be able to provide additional coverage on your general special event liability coverage that would cover all your vendors. Contact the Communications Manager to discuss if different insurance coverage might be appropriate for your event.

All appropriate Certificates of Insurance must be provided to the City at the time of application for the event. ***The Special Event Application will not be submitted to the City Manager for approval until all the appropriate insurance certificates are received.***

NOISE REGULATIONS

The City attempts to balance the desire to provide fun, family-oriented events in the heart of our City with the rights of surrounding residents and business owners. Therefore, event sponsors are responsible for making sure that music and/or noise be kept at a reasonable volume during reasonable hours. All music, noise or other sounds during your event must not begin before 7:30 a.m. or continue after 10:00 p.m. on any day of the week. The City reserves the right to require the event manager to reduce the volume levels of sound, regardless of the source. When instructed to reduce the level of sound by City officials, the event producer shall immediately comply. If the event manager, entertainers or festival organizers do not comply with an order to reduce the noise level, or if after compliance, the entertainers resume issuing noise at higher levels, the City may order the immediate discontinuance of the entertainment and/or event, and if necessary, remove the power sources to the event.

PARKING

The City of Hudson has more than 1,500 free parking spaces located in and around the downtown area. Parking may be at a premium during well-attended events. Many merchants' livelihoods depend on the public having access to parking near their establishments. It is the event manager's responsibility to ensure parking areas are established as necessary and that the merchants' needs are met. For larger events, volunteers may be needed to direct traffic to the designated parking areas.

POLICE SECURITY & CROWD CONTROL

The event sponsor is responsible for providing adequate security for an event. The Hudson Police Chief or his designee will determine appropriate staffing by Police Officers. The number of Officers required will be determined by expected attendance, past history of the event, weather, the type of event, demographics of the expected crowd and other relevant criteria. The City of Hudson Police and the Fire Department have the exclusive right and responsibility to determine the extent of police protection, private security, or fire protection services needed at an event. Police Officers assigned to a particular event have sole discretion in all matters pertaining to security, traffic and crowd control at special events in the City of Hudson area.

PORTABLE TOILETS AND SINKS

Portable toilet and sink facilities are required for larger events. The event sponsor must contract for those services to be provided by an outside vendor. The City will assist with the number and location of toilets and sinks needed. The number required will depend on the length (number of hours) and anticipated attendance at the event. In general, the City recommends 1 portable restroom facility for every 500 people, if permanent restroom facilities are not made available. The event sponsor must contact the City prior to the assignment and placement of these units. The City also must be provided with the dates and times of delivery and removal of these facilities. No traffic may be obstructed or roads blocked during delivery or removal of these facilities.

PUBLIC PROPERTIES/PUBLIC GREENS

Much of the City's charm stems from our beautiful historic downtown greens and well-manicured lawns. Therefore, we required that all the City greens be returned to the same cleanliness after the event as they were prior to the event. No vehicles may be driven directly onto any lawn or grass area during the set up or operation of any event. The City will work with the event manager to ensure that the event volunteers and contractors do not harm the lawns, landscaping, trees, sidewalks, benches or other items on City property. Event sponsors are responsible for calling the Ohio Utilities Protection Services (OUPS) to have underground utilities marked prior to erecting tents on the greens and to ensure that tent installers do not hit or damage utility lines. (See the Tents and Portable Structures section for more information.)

Tent stakes may not be used on the First and Main Green, without exception. Permission to use smaller tents, with smaller tent stakes on other City greens may be granted on a case by case basis, depending on the size and location of the tents. ***The event manager will be billed for any damages and repairs that must be made to our greens due to your event.***

ROAD CLOSURES/BARRICADES

The City discourages the closing of roads for events, particularly if retail establishments are located on the road to be closed. If an event requires closure of streets or public rights-of-way, proper barricades and signage are required. An event sponsor who wants to close public streets or rights-of-way for an event must indicate the roads to be closed and submit a Site Map showing where barricades and signs will be placed at the event. Placement of barricades and signage in Hudson City streets and rights-of-way will be approved and performed by the City of Hudson. Roads that are closed must remain accessible to emergency EMS, Police and Fire vehicles. No tents, equipment, stages, cars or other impediments may be placed in the roadway that would prevent emergency vehicles from using the road.

SANITATION, CLEAN-UP & TRASH COLLECTION

The event producer is responsible for sanitation, clean-up and trash collection during and after the event. A clean-up plan must be submitted with the Special Event Application. The clean-up plan must include the following information:

- A Site Map of the festival or event area, showing the types and location of dumpsters and individual trash receptacles;

- The names and contact information of individuals and/or groups responsible for cleaning up during and after the festival or event;
- The location(s) where all wastes, including cooking oils, will be disposed of in an approved manner. (NOTE: Anyone who disposes of cooking oils or waste into Hudson drainage sewers or sidewalk openings will be subject to the appropriate fines and punishments pursuant to the Ohio Revised Code).

The City of Hudson will review those plans to determine additional clean-up services that might be required to ensure City property and rights-of-way are maintained and the property is restored to its original cleanliness.

All permanent City trash containers in the vicinity of your event must be emptied by the event sponsors, as needed throughout the event. In addition, we advise event sponsors to supplement the City-owned trash containers with additional rented trash receptacles. The City does not rent or provide additional trash containers, trash bags or other equipment. City staff will work with the event sponsor to recommend the number and placement of trash receptacles and can provide contact names and numbers of companies that provide rental services for such equipment items for your event.

All litter, trash, garbage and scraps must be placed in plastic bags and disposed of by the event sponsor. The sponsor is responsible for renting temporary dumpsters, if necessary for the event. The City can assist in finding companies that provide these services.

If the event producer fails to properly clean up the venue or causes damage to Hudson property or facilities, the City of Hudson will bill the event producer for the City's costs to clean and/or repair the damaged areas. If damage occurs, Hudson may deny an application for a future Special Event, or require a cash deposit or surety bond for any future event held in Hudson.

To discuss your clean-up requirements, equipment and service needs, contact the City Communications Manager at 330-342-9539.

SIGNS AND BANNERS

Each event may complete a Temporary Sign and Banner Application to display one sign on the Gazebo Green prior to the event. All signs and banners must meet departmental and City specifications and be installed by the City in accordance with City of Hudson rules and regulations.

Banners and/or signs may not be used to promote or advertise commercial activities or political parties, issues or candidates. Banners and/or signs may not be used to advertise or promote any type of service or sales. No business identification or commercial trademarks or logos may be used on banners or signs.

There is no fee for approval of signs to be placed on the Gazebo Green. However, there is a fee to install and remove banners on City light poles throughout the downtown.

Banner and Sign Applications will be accepted on a first come, first served basis. The City reserves the right to limit or schedule the amount of time and dates that the banners or signs can be displayed. The City Manager will make the final determination regarding sign or banner approval.

Special Events Signs on the Gazebo Green

The only signs permitted on the Green are those that promote a cultural, educational or community event of general public interest on public property that has been approved by the City. Such a sign shall not exceed six (6) square feet (for example, 24" by 36") Only one (1) sign may be displayed on the City's main Green, and may be displayed no earlier than one (1) week prior to the event. Each organization is allowed to have one sign on the green, per event, per year. The sponsoring organization is responsible for installing the sign 1 week prior to the event and removing the sign immediately after the event.

To apply for a sign on the Gazebo green, you must submit a Temporary Sign and Banner Application, accompanied by a drawing of the sign (including the wording on the sign, design and artwork on the sign, size of the sign, display dates, and materials. There is no fee for Special Event Signs on the green.

Directional Signs on Public Greens

Signs directing the public to the event taking place on public properties may be approved by the City Manager upon receipt of a completed Temporary Sign and Banner Application Form. The Application must include the location and explanation of the event, traffic safety reasons for the sign, wording and directional symbols to appear on the sign, size, proposed location, and dates the signs will be displayed.

Banners on Electrical Poles

Only banners that promote a cultural, educational or community event or institution of general public interest will be approved. **Each organization is permitted to have banners displayed only for one week per event, per year.** A fee will be charged to cover the City's costs for installation and removal of the banners.

All banners must be professionally printed on both sides of the banner, and must be made of durable, weather-resistant material (double canvas, vinyl, or high-quality nylon or acrylic fabric). Banners that are excessively worn, faded, torn or otherwise damaged will not be accepted for display.

Event banners that are to be displayed on the poles along Route 91 and Route 303 must be 30 inches wide by 60 inches long. The total number of poles available for display of banners is 26. Applicants for banners must display banners on all available light poles. Banners that are to be displayed on the poles in the downtown and First and Main area must be 18 inches wide by 36 inches long. There are 36 banner locations in First & Main. The sponsor must plant to hang banners on all 36 pole locations in First & Main.

The banners will be displayed for 1 week prior to the event, beginning on the Monday before, and will be removed the Monday after your event. The banners must be delivered to Hudson Public Power on Owen Brown Street no later than 3 days prior to the scheduled installation date. Late delivery of banners may delay the City's ability to display the banners on the date you requested. Banners must be picked up from Hudson Public Power not later than two business days after their removal. Banners left after that date will be discarded due to our lack of space to store these items.

The City of Hudson reserves the right to refuse banners that do not meet proper specifications. All banner applications, along with drawings of the banners, must be approved by the City Manager. The City Manager has the final decision regarding approval for banners and the frequency and length of time they may be displayed.

SITE MAPS

Anyone planning to host a Special Event in Hudson must attach a Site Map to the Special Event Application before submitting it to the City of Hudson. A Site Map should define the event area being permitted and include all of the following features and information, if applicable:

- All affected streets, alleys and rights-of-way, including those that will be closed by an event;
- Alternate routes for traffic or for buses, if streets are going to be closed;
- Location of all barricades;
- Location of all tents and temporary structures that will be erected at the event;
- Location of all vendors – fixed and mobile;
- Sources of electrical supply, including permanent electrical power sources and portable generators;
- Location of all dumpsters and trash receptacles;
- Location and layout of tables, chairs, picnic tables, etc.;
- Location of stages that will be used or placed at the event;
- Entrances and exits;
- Designated parking areas;
- Permanent and portable restroom facilities;

TENTS and TEMPORARY STRUCTURES

Tents or temporary structures greater than 200 square feet with closed sides require permits and inspections from Summit County Department of Building Standards (330-630-7280). It is the event manager's responsibility to contact the County and receive the proper inspections and permits from the County prior to the beginning of the event.

Tents or other temporary structures may not be set up in the middle of roadways that would impede access by emergency EMS, Fire, or Police vehicles. Open fires and cooking are not permitted in tents without prior approval and inspection by the Hudson Fire Department.

It is the event manager's responsibility to call the Ohio Utilities Protection Service before installing tent structures to make sure all utilities in the area are marked PRIOR to installation of any structures. No tent stakes are permitted on Hudson's First and Main Green. Water barrels or alternative methods of tent installation are required. Smaller tents, with smaller stakes may be permitted on other City greens. Prior approval of size, installation and location of tents on the City's other greens is required before tents can be installed.

You must call OUPS, toll-free, **1-800-362-2764 at least two working days** before installing tents with tent stakes. The Ohio Utilities Protection Service (OUPS) will alert all utility companies of your plans to dig and ask the utility companies to mark any underground pipes or cables at your location. They'll also tell you about any other companies that you must notify before you begin digging.

The event sponsor will be billed for the cost of repairing any utility lines, sprinkler systems or other public properties that are damaged during the event.

A fire extinguisher is required for all tents and trailers. Trailers and tents involved in cooking operations are required to have a fire extinguisher with a 10 lb. A:B:C rating or K class extinguisher. Non-cooking tents and trailers shall have a 10 lb. A:B:C rated extinguisher. The

Fire Official, based on tent size and other hazards, may require additional fire extinguishers. **EXCEPTION:** Extinguishers are not required for pop-up type canopies 10 feet by 10 feet or less in size which do not have side panels. Ratings are clearly marked on the extinguisher. Extinguishers must display a current inspection tag by an authorized extinguisher service company. Extinguishers shall be clearly visible and readily accessible.

Propane cylinders are to be of an approved type and secured to a non-moveable structure. **Securing cylinders to tent structures is not permitted.** This is to prevent the tipping of the cylinder and damage to the valve. If this cannot be accomplished, the Fire Official must approve alternate methods of securing prior to use. Cylinders are to be checked for leaks utilizing a soapy water solution. Fittings are to be tight and of an approved type for propane use.

Prior approval from the Hudson Fire Department must be obtained before open flame devices can be placed under tents. This includes grills, French fryers, and free-standing propane burners. The fire official may permit some types of totally enclosed stoves or griddles with prior approval.

Fire lanes are to be established as directed by the fire official and shall be maintained at 18 feet width. This measurement shall be obtained and established after all awnings are extended and tents located.

Fire hydrants must not be blocked and shall have ten feet of clearance from all sides – five feet from the back.

NO SMOKING signs are to be posted in all public assembly tents in places visible to the general public. **Exit signs** are also required and shall be placed directly above the exits as determined by the fire official.

All electrical cords shall be UL approved and free from damage. Cords should have the proper plug ends and be located to prevent damage. Bridging may be necessary in areas where cords are located in foot and vehicle traffic paths. Cords should also be protected from water and other environmental issues. **Multi-plug adapters, such as cube adapters and plug strips without circuit protection (fuse or circuit breaker) are prohibited.** All extension cords are to be approved for outdoor use. Temporary lighting is not permitted to be suspended from the wiring unless designed to do so. A support wire shall be attached to the wiring of the lighting to ensure its stability.

Electrical generation equipment requires inspection from Summit County Department of Building Standards (330-630-7280).

VENDOR REQUIREMENTS

If public property, including public streets and rights-of-way, will be used to sell products, food or drinks at an event, **EACH Vendor/Concessionaire must be submit an Application for Vendors and Concessionaires Form to the City.** The Applications are in addition to the Special Event Application that must be completed by the event manager.

Each vendor must **submit a Certificate of Insurance to the City, with the City of Hudson named as an additional insured** as indicated on the Vendor/Concessionaire Permit. This insurance is in addition to the insurance provided by the event manager. The overall Event Organizer will control what vendors sell within the event boundaries and will be responsible for

ensuring that all vendors within the event boundaries are in compliance with all permitting and other legal requirements, including but not limited to obtaining Personal Conveyance, Temporary Vendor's License and Summit County Health Permits as required by law. The City of Hudson maintains the right to deny any vendor to sell on City public property at its discretion.

Food vendors must adhere to all policies and laws governing the event. The Summit County Health Department will serve as the principal agency in monitoring and enforcing the requirements of food vendors. If a vendor fails to meet or maintain these requirements on food handling and preparation and/or proper waste disposal, that vendor will not be permitted to participate in the event.

For temporary license information, contact the Summit County General Health District at 330-926-5600

Following is a Vendor check list:

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 Fire Department. The Fire Inspector will then review all items that apply from this check list for compliance. **Failure to comply with these safety regulations will be cause for the vendor to leave the event. The vendor is required to present this completed form to the Fire Official upon inspection, prior to the event starting.**

Vendors Who Are Cooking

- Open flame devices are not permitted to be located under tents or tent like assemblies.
- A 10 lb. A:B:C or K class rated extinguisher is present, fully charged, and has a current inspection tag by an authorized extinguisher service company.
- 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.
- Is located at least ten feet away from tents and propane sources.
- Is secured so as to prevent tipping.
- Coals are to be placed in barrels (as provided) at the end of each evening.
- Only approved charcoal lighter fluid is permitted for starting and 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 is 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.

CYLINDERS ARE NOT TO BE STORED IN TRAILERS OR TRUCKS EITHER ON OR OFF THE FESTIVAL SITE.

Electrical

- Only grounded plugs are to be used.
- There is no open or frayed wiring.
- GFIs are not bypassed.
- Extension cords are properly sized, are grounded, and are approved for **outdoor use**.
- Only fused or circuit protected (fuse or circuit breaker) 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).
- All generators are grounded utilizing grounding rods and wiring.

Fire Lanes and Means of Egress

- Fire hydrants are not blocked and are accessible. Minimum of 10 feet on all sides – five on back.
- Vendor does not block the means of egress to existing buildings or other vendors.

Tents

- An affidavit or affirmation attesting to flame retardency is present or on site for review.
- 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; if not, exit signs are posted to indicate the exits. Assembly tents only.

WATER SERVICES/HOOK-UPS

Water service and/or hookups are available at several locations on public greens and properties. The event sponsor should work with the Hudson Public Properties Department to make sure that water access is available at the location requested, and to make sure the hookups are unlocked for use by your event. Depending on the amount of water used, a usage fee may be charged.

WEDDINGS ON THE GREENS

Small weddings (no chairs or tables are permitted on the greens) or wedding photography may be scheduled for public greens when they are available and when a Hudson resident sponsors the event and accepts responsibility for any damage or cleanup required. A Wedding/Photography Application must be completed and returned to the City of Hudson Town Hall. Wedding parties wishing to have photographs taken on our greens should call the City Communications Manager at 330-342-9539 to schedule a time.

The City will maintain a calendar of weddings and wedding photo sessions scheduled on the green, and will not schedule more than one at a time. However, because the greens are public spaces, the City cannot guarantee that other wedding parties that did not contact the City will not be present. No chairs or tables are permitted. No vehicles may be driven onto the grass areas. Any decorations may be tied to, but not nailed or stapled, to the Bandstand or other structures, and must be removed immediately following the event. No signs of any kind are permitted.

CITY CONTACTS FOR SPECIAL EVENTS

City Manager.....	330-342-1700
Communications Manager.....	330-342-9539
Electric (Hudson Public Power).....	330-342-1750
EMS.....	330-342-1842
Fire Department.....	330-342-1870
Police Department.....	330-342-1800
Public Properties (Trash, Clean-up, Water).....	330-342-1750
Ohio Utilities Protection Service (OUPS).....	1-800-362-2764
Service Division (Road Closures/Barricades).....	330-342-1750
Summit County Health Department.....	330-926-5642