



PICKERINGTON  
ESTABLISHED 1815

# City of Pickerington Community Event Permit Application

Complete and return to:  
City of Pickerington  
Rebecca Medinger, Recreation Administrator  
100 Lockville Road  
Pickerington, OH 43147  
614-837-3974  
614-833-2201 fax

*Available online at [www.pickerington.net](http://www.pickerington.net)  
Updated May 2, 2011*

***This completed application must be received by the City of Pickerington a minimum of 60 (sixty) days prior to the proposed event. If the permit packet is not received by that time, or if any required items are left blank, City staff has the right to refuse to review and/or grant the event permit.***

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

Date of Event: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Meeting Date: \_\_\_\_\_



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## WELCOME

We are pleased you have chosen Pickerington as the site for your community event and are sure you will find a cooperative and friendly spirit among the businesses, merchants, employees and residents of Pickerington.

A number of City departments are involved in the logistics necessary to produce a safe and successful community event. In addition, the City requires permits and approvals before an event may take place.

In an effort to simplify the application procedures for community event planners, the City of Pickerington has prepared this permit application. Staff is available to answer your questions to ensure a successful event.

Please note that the event organizer may be responsible for fees and other costs for all City services as determined by the Community Event Committee. The event organizer may also be charged a rental fee for use of City facilities and an additional fee for lost or damaged City property.

Here's wishing you a great event!

Sincerely,

William 'Bill' Vance  
City Manager

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	• Police Department		
	1. Special Duty - \$32.00 per staff hour		
	2. Special Duty consisting of traffic control – \$37.00 per staff hour		
	• Service Department		
	Personal Service – Actual amount paid to an employee for work performed with a two- hour minimum.		
	a. Average employee wage - \$21.00 per hour		
	b. Back Hoe - \$35.00 per hour		
	c. Tractor-Brush Hog - \$35.00 per hour		
	d. Pick-Up, Van, Station Wagon - \$35.00 per hour		
	e. Dump Truck - \$35.00 per hour		
	f. Administrative cost to be calculated at twenty percent (20%) of total		
	• Planning and Zoning Department		
	Temporary Sign Permit - \$25.00		
	• Building Department		
	1. Processing Fee - \$100.00 + 0.07 per sq. ft.		
	2. Plan Review Fee - \$100.00 per hour		
	3. Permit Fee - \$75.00 + 0.06 sq. ft.		
	4. Occupancy - \$125.00		

## II

5. Example – 20x20 (400 sq. ft) tent total fees = \$465.56
  - a. Department Costs per tent
    - i. Plan Review - \$65.00
    - ii. CBO - \$30.00
    - iii. Admin - \$10.00
    - iv. Inspections - \$50.00
    - v. Total = \$155.00
- Parks Department
  1. Stage Rental
    - a. Stage rental for **Pickerington area non-profit community groups\***
      - Each 4' x 8' section with free delivery during regular work hours within the Pickerington community area rents for \$20.00 per section and does not include set-up or tear-down.
      - Delivery during weekends, holidays and any hours involving overtime (if available) is negotiable.
      - Set-up and tear-down (if available) is negotiable starting at an additional \$20.00 per section.

\* City, Township or School District
    - b. Stage rental **for private businesses or for-profit organizations within the City** is \$30.00 per 4' x 8' section and does not include set-up or tear-down. Rental fees may be waived as part of a sponsorship agreement with the City.
    - c. Stage rental **for private businesses or for-profit organizations within the Township or School District** is \$40.00 per 4' x 8' section and does not include set-up or tear-down. Rental fees may be waived as part of a sponsorship agreement with the City.
    - d. Stage rental is not available for entities not located within the City of Pickerington, Violet Township or Pickerington Local School District.
  2. Park/Shelter Rental (\$40.00 – City Resident; \$80.00 Non-City Resident)
- Pickerington Public Library
  - Community Sound System (\$25.00 per day rental fee with \$200.00 deposit fee).

**GENERAL INFORMATION**

Name of Event \_\_\_\_\_

Day & Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Responsible Organization: \_\_\_\_\_

Non-Profit  Yes  No If yes, please attach tax exempt form.

Web site: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Please note whether the following mailing address is for the  organization or the  contact's residence.

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

(b) \_\_\_\_\_ (h) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event:  Run/Walk  Festival  Parade  Street Fair  Other

If other, please describe: \_\_\_\_\_

Brief Event Description – including purpose, target audience and description (add extra sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Please include a detailed site plan of all activities.

Day/Dates/Times of Event: \_\_\_\_\_

Day/Dates/Time of Set Up: \_\_\_\_\_

Day/Dates/Times of Tear Down: \_\_\_\_\_

Day/Dates/Times of Rain Date: \_\_\_\_\_

Will you charge admission or participation fees? If so, how much? \_\_\_\_\_

If parade, race, run or walk, please indicate route and attach a proposed route map:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attendance: Anticipated Spectators: \_\_\_\_\_ Anticipated Participants: \_\_\_\_\_

Will the normal operations of residents or businesses be affected by your event?  Yes  No

If yes, please attach a copy of the proposed notification letter to be approved by the City Manager or designee before being sent to the affected residents/businesses.

**I. Security and First Aid (Pickerington Police 575-6911 / Violet Fire 837-4123)**

A. Describe your internal security procedures (e.g. are you hiring a private security firm?):

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B. Will you request Pickerington Police for event security?  Yes  No

C. Will there be a command post at your event?  Yes  No

D. Will you have an on-site provider of primary first aid?  Yes  No

- If yes, will you request on-site Violet Township Emergency Medical Service or other provider?

VTFD  Other

E. Please list the provider of first aid if other than Violet Township:

- Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**II. Traffic Control & Parking Resources (Pickerington Police 575-6911 / Planning & Zoning 833-2204)**

A. Please describe your traffic, parking and overflow plan:

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B. Will you request the services of Pickerington Police for traffic control?  Yes  No

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C. Will you charge a fee for parking?  Yes  No If so, how much? \$ \_\_\_\_\_

- If requesting City parking lots - list specific lot locations, number of parking spaces required:

D. Will you request that any street(s) be closed?  
(Applicant is required to notify affected businesses and residences 10 days in advance.)

Yes  No

- If yes, submit Street Closure Request Form on page 11

**III. Signage (Planning & Zoning 833-2204)**

A. Will this event require temporary directional signage?  Yes  No Quantity: \_\_\_\_\_

B. Handicapped parking signs?  Yes  No Quantity: \_\_\_\_\_

C. Temporary advertising signage? (See attached zoning certificate application and memo for temporary signage locations within public right-of-way)  Yes  No Quantity: \_\_\_\_\_

**IV. Water Services (Service Department 833-2292)**

A. Do you require access to water?  Yes  No

If yes, describe in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. If utilizing private water taps please provide permission letter from subject property owner(s).

**V. Sanitation (Service Department 833-2292)**

A. Will streets need to be cleaned after the event?  Yes  No

B. Describe your clean-up plans both during and after the event: \_\_\_\_\_  
\_\_\_\_\_

C. Company delivering trash and/or recycling dumpster:

• Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ After hours phone

• Proposed locations:

*(Dumpsters and trash cleanup are the responsibility of the event organizer. Charges may be incurred for any cleanup done by City staff.)*

D. Portable toilets rental company:

• Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ After hours phone

• Proposed locations:

• Drop off date/time: Pick up date/time:

**VI. Electric (Building Department 833-2221) (Call OUPS at 1-800-362-2764 before you dig.)**

A. Will you use electricity?  Yes  No B. Generators?  Yes  No

C. Are you utilizing City electrical outlet(s)?  Yes  No

• Do you need to utilize lights and/or receptacles?  Lights  Receptacles \_\_\_\_\_

• Describe electrical usage: \_\_\_\_\_  
\_\_\_\_\_

**VII. Equipment (Building Department 833-2221; Violet Fire 837-4123; Parks & Recreation 837-2211; Pickerington Public Library 837-4104)**

*(All electrical and temporary structure permits must be obtained from the City of Pickerington Building Department, 833-2221.) (Call OUPS at 1-800-362-2764 before you dig.)*

A. Will you use tents or inflatables?  Yes  No

• Rental company: \_\_\_\_\_ Phone: \_\_\_\_\_

• List tent or inflatable size(s) & location(s) or attach map: \_\_\_\_\_  
\_\_\_\_\_

*(Please notify Violet Township Fire Department (837-4123) for any inflatable or any tent 200 square feet or larger.)*

- B. Will other temporary structures be used (e.g., bleachers, stages, signs etc.)?  Yes  No
- If so, please list specifics and locations:

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*(All electrical and temporary structure permits must be obtained from the City of Pickerington Building Department, 833-2221.)*

- C. Will you rent the portable stage from the City of Pickerington?  Yes  No
- If yes, please contact the Parks and Recreation (833-2205) for rental information.
- D. Will you rent the community sound system from the Pickerington Public Library?  Yes  No
- If yes, contact the Pickerington Public Library at 837-4104 for rental information

### VIII. Entertainment Activities

- A. Will you have music?  Yes  No
- If yes, what type of music/amplification? (e.g., DJ, live band, portable system)

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• Time(s) of music: From \_\_\_\_\_ To \_\_\_\_\_ Other: \_\_\_\_\_

- B. Will you have fireworks?  Yes  No
- If yes, please contact the Violet Fire Department (837-4123) for appropriate permits.

### IX. Food and/or Beverage (Franklin County Board of Health 462-3906)

- A. Will food be sold at your event?  Yes  No
- If yes, describe: \_\_\_\_\_
  - If preparing cooked food, inspection by Violet Township Fire Department is required.
- (If yes, each vendor must obtain a food vendor license. Please contact the Franklin County Board of Health office to secure a license. Applications **should** be submitted ten (10) days prior to the event.)*

- B. Will alcohol be sold or served at your event?  Yes  No
- If yes, will it be on public or private property?  Public  Private
  - The Chief of Police must approve and issue an alcohol permit.

***If serving alcohol on City property, a fee may be required.***

- If yes, please provide location of alcohol sales, appropriate permits and a complete list of who will be serving alcohol.
- C. Will you request alcohol training from the Pickerington Police?  Yes  No
- D. Are you providing special duty police officers?  Yes  No
- If yes, please identify the agency and provide their phone number.

### X. Facility/Park Rental and Reservation (Parks & Recreation 833-2211)

- A. Will you rent a City facility/park for your event?  Yes  No
- If yes, please list which one: \_\_\_\_\_
  - Have you reserved the facility/park through the Pickerington Parks and Recreation Department?  Yes  No
  - Please list date/time of facility/park reservation: \_\_\_\_\_



## **XII. Certificate of Liability Insurance**

Event organizers will be responsible for any and all damages caused by their organization, volunteers, employees, participants and spectators. In order to protect the City against financial loss arising from any incidents or accidents that may occur, the sponsoring organization, permit holder or host establishment shall be required to obtain a comprehensive general liability insurance policy for bodily injury and property damage arising from the event.

This requirement may be waived when it is necessary to comply with any federal, state, or local law, statute, regulation or constitutional provision. In addition, the City, in its sole discretion, may waive the insurance requirement.

The attached Certificate of Liability Insurance shall be filled out by the Applicant and approved by the City Manager.

**XIII. Signatures**

*Event Organizer:*

By signing below, I certify that I have read, understand and agree to abide by the policies and procedures of the City of Pickerington as they pertain to the event I am organizing.

Event Organizer:

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Event Organizer:

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Event Organizer:

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_



**XIV. A**

- Closure
- Assemblage

***City of Pickerington  
Street Closure Request***

Date of Event: \_\_\_\_\_ Start Time \_\_\_\_\_ am pm End Time \_\_\_\_\_ am pm

Street(s) closed/used: \_\_\_\_\_  
\_\_\_\_\_

Type of Event: \_\_\_\_\_

Organizations Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_ Day Phone ( ) \_\_\_\_\_

\_\_\_\_\_ Night Phone ( ) \_\_\_\_\_

Contact Person(s) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

\_\_\_\_\_

Person Responsible for Clean up: \_\_\_\_\_

Person Responsible for notifying area residents: \_\_\_\_\_

**INSTRUCTIONS AND REGULATIONS:**

Pursuant to PCO 412.06

- 1) In the event of an emergency, all street blockages must be removed by the sponsoring organization to allow access for emergency vehicles.
- 2) This form must be completed and submitted one (1) week prior to the planned event. Approval of the City Manager and the Chief of Police must be obtained. A copy of the request shall be forwarded to the Fire Chief and the Superintendent of Streets.
- 3) All residents living in the requested or effected area shall be informed of the closure forty-eight (48) hours prior to the event.
- 4) Clean up of the area must take place IMMEDIATELY after the time listed above as the ending time of the event.
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**City Use Only:**

Approved \_\_\_\_\_  
 Not Approved \_\_\_\_\_ Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
 Not Approved \_\_\_\_\_ City Manager \_\_\_\_\_ Date \_\_\_\_\_

- cc  Street Department  
 Fire Department

## XIV. B.1



### **Temporary Signs**

**For City & Violet Twp Not-for-profit, School, & Civic groups only.  
NOT YARD SALES**

The City of Pickerington wishes to clarify and inform our local community services about our temporary sign restrictions. The sign (on metal and wood supports) locations are allowed by the approval of the City Manager. In the past our street corners around main corridors were inundated with the small signs advertising special promotions on sign ups, fund raisers, revivals, and many activities taking place in the City or Violet Township. These signs became excessive and unsightly. You may post signs three (3) times per year for thirty (30) days each time. The City will now only permit signs in the following restricted areas only.

1. One sign per intersection per local community entity at the following areas:
  - a. State Route 204 and State Route 256
  - b. State Route 256 and Refugee Road (McDonalds)
  - c. At the West City marker at Columbus Street (behind circle K)
  - d. North of the railroad tracks on Hill Road
  - e. Railroad tracks on Columbus Street

These are the only places other than your private residential property where temporary signs will be permitted. Local community services entities are considered to be those with actual physical addresses in The City of Pickerington or Violet Township. Sign permits must be received prior to posting any sign. Fees will not be required from non-profit organizations, and a \$25 fee is applicable for the for-profit organizations; however an approved permit is still required from the City Planning & Zoning Department. You may post signs three (3) times per year for thirty (30) days each time.

Those signs in excess of the one sign limit, those signs larger than 2 feet x 2 feet, and those located in other areas will be removed by the Code Enforcement Officer.

Temporary signs placed on private residential property are required to be placed behind the sidewalk. If the number of signs placed by your group on private property is five or more the group may be restricted on the placement at the City approved locations. Any sign placed between the curb and sidewalk is considered in City right of way and a hindrance to driving and public safety. These signs will be removed. Individual placing a sign is responsible to verify location is outside of road right of way. At no time will signs be permitted on utility or city poles.

If you have questions or concerns about your interpretation of the City code please call, email or stop by my office located at 100 Lockville Road to get your answers.

Thank you,

XV.



PICKERINGTON  
ESTABLISHED 1815

**SPECIAL EVENT PERMIT**

**EVENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SPECIAL CONDITIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED:**

**DENIED:**

\_\_\_\_\_  
**City Manager**

**REASON FOR DENIAL:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_