



Village of Granville Special Events Guide



The Village of Granville is committed to the arts, culture and a place that offers a variety of diverse events and activities for the enjoyment of residents and visitors. On average, there are twenty-five to thirty events each year on Village public property that require Village approval and coordination. While the various events add to the overall community vitality and diversity, Village Council recognizes the need to manage the number and logistics of events to assure that each event meets health, traffic, parking and safety regulations for the visitors and minimizes the disruption for local residents and business owners. The purpose of this policy is to obtain an understanding of each event and provide the necessary information and support for event sponsors in the Village of Granville.



A no cost Village permit is required to hold events such as festivals, parades, walks, athletic events, block parties or any other event on public lands or rights-of-way (public property, streets, sidewalks, alleys or easements). Permits may also be required to hold outdoor public events on private property to ensure proper traffic flow, provide for public services and public safety.

Event Application and Review Process

The Village of Granville makes every effort to work with applicants to approve event requests. However, due to finite Village assets, this policy outlines the criteria used to review all applications.

Requests that exceed these parameters may be subject to change or denial. Events proposed for the downtown area* have additional restrictions as follows:

- **Every attempt will be made to limit the number of events in the downtown area to one event per month (approved reoccurring weekly events are exempt);**
- **Events will not be scheduled for consecutive weeks;**
- **No more than one event on the same day;**
- **All applications may be subject to review by Village Council.**

***The downtown area is defined as Broadway (between South Cherry Street and North Granger Street) and Main - Prospect - Pearl Streets north of East Elm Street and south of East College Street.**

1. Every individual or organization, who intends to hold an event as described above within the Village of Granville, must complete and submit a Special Events Application at least forty-five (45) days in advance of the event to the Village Hall, 141 E Broadway.
2. No fees may be charged for admission to any special event on Village rights-of-way. Participation and/or the obtaining of services at the event may carry a fee.
3. Events shall be accessible to persons with disabilities.
4. There are no fees associated with this Village Event application. Village special duty police officers or service department staff have an associated charge.
5. The Village Manager will review all applications and use the following criteria for evaluating and permitting an event.
 - a. The application must contain no false, misleading information.
 - b. The event shall not pose a threat to public health, safety or welfare.
 - c. The event is sponsored by a non-profit organization or primarily for the benefit of a non-profit organization.
 - d. The conduct of the event will not substantially interrupt the safe and orderly movement of traffic contiguous to its route.
 - e. The conduct of the event will not be scheduled in such a way as to exceed the capacity of Village employees, such as police or service department staff that would not be available to complete normal Village tasks.
 - f. The concentration of persons, equipment, vehicles or animals at the event site will not substantially interfere with adequate fire and police protection of, or emergency medical service to, areas at or near such sites.
 - g. The conduct of the event will not result in harm to persons or property, both private or public.



h. The event will not be held for the primary purpose of advertising a for profit product, goods or services.

i. The event site or route will not cause an unacceptable disturbance to surrounding residents and businesses.





- i. The date or location of the event will not be in direct conflict with a preapproved event. Events are processed on a first-come, first-served basis. If a scheduling conflict occurs, preference is given to previously permitted annual events operating on a repetitive event date(s) and/or time(s). The Village will make every effort to work with other community entities when scheduling events.
- j. Any proposed use of public property, right-of-way or facilities will not unreasonably interfere with the normal use of the property, right-of-way or facility by the Village or the general public.
- k. The past events, held by an applicant, will be a factor when considering the approval of future event application requests.
- l. The event will have a net positive benefit or impact on the Granville community.
6. The Village Manager, or designee, within 15 days of receipt of the application, may grant a permit, grant a permit with conditions or deny a permit. A copy of the approved permit will be emailed to the applicant.
7. A Permit may be revoked before or during an event at the discretion of the Village Manager, designee or Police Chief when the health or safety of the public is threatened by an emergency, disorder or other unforeseen condition.
8. If an event permit is revoked, the event is cancelled and all activities must be terminated immediately.
9. Any denied application may be appealed in writing to the Village Manager. All appeals will be responded to within five (5) working days.
10. Nothing contained in this application process or any subsequent approval of the event shall limit the authority of any Village police officer to enforce all Village rules, Ordinances or State laws during the permitted event, if the conduct of such person violates the laws of the state or provisions of the Village Code of Ordinances or unreasonably obstructs the public streets and sidewalks of the Village, or if such person engaged in acts that cause a breach of the peace.
11. The granting of any permit according to this policy shall not eliminate the requirements for any business license or any other permits which may be prescribed by any other federal, state or local statutes.



VILLAGE OF GRANVILLE

141 East Broadway
PO Box 514
Granville, OH 43023

www.granville.oh.us
740.587.0707
740.587.0128 fax

SPECIAL EVENT PERMIT APPLICATION

The Village of Granville is happy to help with your upcoming event. This application needs to be completed if you are planning an event (festival, concert, parade, public performance, car show or announced public gathering) on a public street, right-of-way or public property. This event application must be submitted at least 45-days prior to the event. No person shall engage, participate in, aid, form or start an event unless a permit is obtained from the Village of Granville. Granville is a cooperative and friendly community. In order to maintain a welcoming atmosphere, the logistics of any event must be arranged in advance to assist you and our residents in producing a safe and successful community event. This application must be completed in full and returned to the Granville Village Office at 141 East Broadway or mailed to Village of Granville, PO Box 514, Granville, OH 43023 including route maps for parades or races and proof of liability insurance. Once the completed application is received, all information will be reviewed by Village staff. Should additional information be needed, Village staff will contact the event contact person. The event contact person will receive a copy of the approved permit. All requirements are pursuant to Granville Village Code Sections 311.02 and 711.01.

Event Name (Please print or type) _____

Date(s) of Event _____

Event Sponsor _____ Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Cell Number _____ Email _____

Set-up Time/Date _____ Dismantle Time/Date _____

Event Hours _____

Description of Event _____

Number of Participants _____ Number of People Expected to Attend the Event _____

VILLAGE SERVICES BEING REQUESTED*

(*The Village reserves the right to require reimbursement for the cost of all services provided by Village staff.)

- | | |
|-------------------------------------|---------------------------------|
| _____ Granville Police Department | _____ Service/Street Department |
| _____ Fire Department/EMT/Ambulance | _____ Electric |
| _____ Water & Sewer Services | _____ Other |

If an event includes a parade, race, or run/walk, please describe route and attach a proposed map. Uniform detour routes and parking will be in effect at the discretion of Granville Village staff .

LOGISTICS

******Police and fire emergency vehicles must have access to all street locations at all times.**

Do you require road closure(s)? _____ yes _____ no List specific roads or portions of roads to be closed:

Will normal operations of residents or businesses be affected by your event? _____ yes _____ no

If yes, please attach a draft copy of the notification letter for Village approval before being sent to the affected residents/businesses.

Please describe your traffic, parking and overflow plan _____

A map of any parade, race, or run/walk must accompany all applications.

Will you require barricades? _____ yes _____ no quantity _____

Location where barricades should be delivered. _____

Will you request restricted or no parking signs be posted? _____ yes _____ no

If yes, provide date(s) and time(s) of restricted parking. _____ date(s) _____ time(s)

Will you request on-street parking removal by the police department? _____ yes _____ no

Will you request Granville Police Department safety/traffic control services or services by another security provider? _____ yes _____ no If yes, list what services will be required:

Will you need on-site first aid provider? _____ yes _____ no If yes, name of provider _____

Will this event require temporary signage? _____ yes _____ no If yes, you will need to contact the Village Planner for a temporary sign permit and regulations.

Describe your clean-up plans both during and after the event. _____

Logistics

Check appropriate category below and fill in details. If no applicable, mark as N/A.

Alcohol	Will alcohol be served? yes no	Will alcohol be sold? yes no If yes, by whom?
Amplified Sound	yes no acoustic amplified	Village noise code prohibits loud noise between the hours of 10pm and 8am
Animals	How many? _____	Species? _____
Booths/Vendors	How many booths? _____ How many vendors? _____	Location _____ Location _____
Electricity Source	Generators yes no If you will be connecting to a Village electrical source, a Village staff member must be there when the electric is attached and detached . Electrical service not returned to its original state will be charged a repair fee by the Village.	How many? _____ Size? _____
Fireworks/Fire Performance	ground aerial	Pyrotechnic company
Portable Restrooms	How many? _____	Handicapped accessible yes no
Rides	How many? - _____	Type _____
Staging/Scaffolding	How many? _____	Height _____
Tents/Canopies	How many? _____	Size _____
Vehicles/Floats	How many? _____	Size and gross weight _____
Solid Waste Containers	Will you provide solid waste receptacles? yes no	How many? _____
Open Flame or Cooking	yes no	Describe facilities _____
Compressed Gas Cylinders	yes no	If yes, describe _____

Insurance and Indemnification

Indemnification—Hold Harmless

I understand that I am requesting the use of a specific area of public property for the purpose of the event described above. The applicant agrees to defend, indemnify and hold the Village of Granville, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgments including the attorneys' fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or the result of activities or appliances of the applicant, their employees or otherwise, except for the sole negligence of the Village. The applicant further agrees to comply with all provisions of the Village Code including Sections 311.02 and 711.01 and understand and will abide by the terms thereunder. This permit may be revoke at any time.

Event SponsorsqName	Authorized Signature	Date
---------------------	----------------------	------

Insurance

The applicant shall be required to provide a certificate of insurance with this application to insure against claims for injuries to persons or damage to property which may arise from or in connection with this event. Public liability and property damage insurance shall cover the participants, products, complete operations and contractual liability with limits of no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate with the Village of Granville names as an additional insured.

In accordance with the provisions of Sections 311.02 and 711.01, the Village of Granville has reviewed this application and hereby **GRANTS** () **DENIES** () the issuance of the permit in accordance with the above information and the Village of Granville Code. Failure to do so may result in a permit being revoked and/ or any other appropriate penalties as provided by law.

SPECIAL RESTRICTIONS

Village Manager or Designee	Date
-----------------------------	------

Alcohol

Event organizers shall ensure that the sale of alcohol adheres to the regulations set forth by the Liquor Control Comm. of the state of Ohio for events in the Village rights-of-way. Sections of the Village ordinances limits the distribution of alcohol to the Bryn Du property only. The request for a State liquor license must be included with the Special Event Application. A copy of the approved liquor permit must be provided to the Village prior to the event. The approval of a Village special event does not guarantee the approval of a State liquor license. The event organizer is responsible for compliance with all Ohio liquor laws.

Food and Beverage

Food and beverage vendors associated with the subject event are the responsibility of the event organizers. The vendors must have explicit permission from the event organizer. Event sponsors must ensure that all food and beverage services adhere to the regulations set by the Licking County Health Department. A permit must be obtained from the Licking County Health Department, if required by law. State and/or County inspectors may visit the event and have the authority to gain compliance with health and licensing regulations.

Granville Tax Commission

When including vendors at the subject event, those vendors are to be advised of their Granville Village tax responsibilities as administered by the Village Tax Commissioner.

Insurance and Indemnity

A Certificate of Liability Insurance with proof of premium payment must be provided prior to approval of the event. The Certificate of Insurance must be for at least \$1,000,000 commercial general liability and name the Village of Granville as an Additional Insured.



First Aid and Emergency Services

Arrangements for general first aid or emergency service issues are to be put in place with the Granville Township Fire Department as well as coordinated with Village personnel.

Security and Safety Services

The Village of Granville Manager and police department will identify any security concerns and will, at their sole discretion, determine the amount of security required for the safe operation of the event. The event organizer will be advised if special duty Granville or Licking County officers are necessary.



Emergency Plans

Every event differs based on the activities involved. The list below identifies common risks that occur at events. Once the applicant has identified risks, it is suggested that the applicant establish an emergency plan. The Granville police and Township fire departments can make suggestions and help prepare for the requested event.

- | | | |
|----------------------------|--------------------|----------------|
| inclement weather | structure collapse | crowd control |
| medical emergencies | lost child | accident |
| fire | loss of utilities | lost and found |
| communications malfunction | | |

In cases where severe weather or other concerns pose a threat to the event, the Granville Police Department or Granville Township Fire Department will contact the organizer. A threat to public safety is cause for revocation of a permit as determined by either the Village Police or Granville Township Fire Department.

Noise Ordinance

Village noise ordinance, section 509.09 Disturbing the Peace, requires that no person shall make, continue or cause to be made or continued, any loud, unnecessary or unusual noise, which is reasonably likely to annoy, disturb, injure or endanger the comfort, repose, health, peace or safety of others within the municipal limits between the hours of 10:00pm and 8:00am.



Portable Toilets

For many large events, the Village recommends that portable toilets be provided. The Village recommendation is for one (1) portable toilet per 300 people with at least 10% of all portable toilets ADA handicapped accessible.

Traffic Control and Road Closures

Request for use of Village streets, alleys, sidewalks, parks and parking lots for events will be a subset of the event permit request process.

1. All applications shall detail the location and time of any requested street, alley, sidewalk or parking lot closure.
2. If the requested event limits access to adjacent residences and businesses, the event organizer is responsible for preparing, printing and distributing a notification letter to all affected parties at least two (2) weeks prior to the event. A copy of that letter must accompany the application.
3. A description and map of the event's traffic, parking and/or overflow plan must also be provided.
4. The event organizer is responsible for maintaining a fire and emergency lane through all areas as approved by the Granville Township Fire Department.
5. Request to eliminate on-street parking during events will be included in the permit. Signs designated "No Parking" will be posted and removed by the Village staff.
6. Village public property must not be altered. Street sidewalks, trees, plants and buildings must be protected from damage during the event. Cost for restoration of event caused damage will be billed to the event organizers.
7. Public property shall not be permitted to be painted. Temporary chalk or tape shall be allowed for event purposes, such as start lines, finish lines, etc.

Signage

Signage for events is regulated by the Village sign ordinance. A temporary sign permit must be obtained prior to posting any event signs. Sign permits may be obtained from the Village Planning Department, 141 E. Broadway.

Temporary Electrical Requirements

For temporary electrical service from Village sources, applicants shall contact the Granville Service Director at 740-587-1880. If, in the opinion of the Village Manager, it is not in the best interests of the Village to provide access to Village electric source for safety or logistical reasons, access will be denied.

Temporary Water Requirements

For temporary water service, applicants must contact the Granville Water Superintendent at 740-587-0165. If, in the opinion of the Village Manager, it is not in the best interests of the Village to provide access to the Village water source for safety or logistical reasons, access will be denied.



Tents or Canopies

Commercial tents, one hundred twenty square feet (120') or larger, require a permit from the Licking County Building Department (copy of same submitted to Village Hall before date of event). For full details regarding tent installations, contact the Licking County Building Department at 740-349-6671.

Trash and Recycling

The event organizers are responsible for maintaining the venue in a clean and orderly condition both during and after the event. Events are required to remove all trash from Village property and may be required to rent a dumpster. Events shall have a plan to handle grey water and grease removal. No grease or grey water will be dumped on Village property, storm sewers and waterways. Hazardous materials are prohibited from entering the trash for disposal at a sanitary landfill. It is the responsibility of the event organizer to identify and implement proper disposal. Events are encouraged to recycle materials.

For more information, contact Clerk Mollie Prasher at 740-587-0707.