

BLACK RIVER LANDING SPECIAL EVENT USAGE

RESTRICTIONS

As Black River Landing continues to be developed based on funding sources, the Lorain Port Authority has adopted a measured use approach to park rental and programs the park accordingly.

As part of the Lorain Port Authority's mission to promote public access to the waterfront, the Port programs the park with a variety of events throughout the year. In addition, the Port works in partnership with volunteer organizations to produce community festivals.

At the discretion of the Lorain Port Authority, Black River Landing may be closed to the public and rented for ticketed events. The Lorain Port Authority reserves the right to approve or reject any and all scheduled events for Black River Landing.

RENTAL FEES

Rental includes the entire event site, including the Transportation Center building. The stage may not be rented separately. A \$1,000 deposit is required to reserve a rental date. Dates will not be held without a deposit. **Applications for rental must be submitted at least 180 days prior to the event date.**

The site is rented "as is" for special events. The Lorain Port Authority is not responsible for making any changes and/or modifications to the property or any provisions required by any Federal, State, or Local governmental regulations for a rental event.

When renting the site, any additional electrical requirements must be organized and ordered through the Lorain Port Authority. A fee schedule is attached to this application.

Cost to rent Black River Landing for non-profit organizations holding a community event is \$1,400 based on a one-day rental fee. For multiple day events there is a \$700 *per day* fee, in addition to the initial \$1,400 rental fee.

Upon review of an event, the Lorain Port Authority will determine whether security is necessary and the renting organization will be responsible for those fees, based on an hourly rate per officer, per hour.

Cost to rent Black River Landing for an organization requiring that the park be closed to the general public is \$2,600. For multiple day events there is a \$1,300 *per day* fee, in addition to the initial \$2,600 rental.

BLACK RIVER LANDING SPECIAL EVENT APPLICATION

Name of event: _____

Type of event: Concert Festival Other: _____

Date(s) and Hours of event: _____

Set-up date: _____ Tear-down date: _____

Expected attendance: _____

Applicant: Private / Individual Commercial Non-Profit / 501 (c) 3 # _____

Applicant Name: _____

Organization: _____

Address: _____

Telephone: _____ Emergency Contact/Mobile: _____

The undersigned, as an individual applicant and/or as a sponsoring organization applying for a special event permit from the Lorain Port Authority, does hereby agree to pay for all damages caused to Port facilities and to reimburse the Port for any costs incurred by the Port in repairing damage due to the conduct and/or negligence of the undersigned, and/or by the undersigned's officers, employees or agents, any person under the undersigned's control, and vendors of the event. Further, the undersigned hereby understands and agrees to defend, preserve, and hold harmless the Lorain Port Authority and each officer, employee and independent contractor under the undersigned's control from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring, or arising as a result of the Special Event, and that all of said liabilities are hereby assumed by the undersigned.

I have read and agree to follow the attached "Rules and Regulations for Black River Landing" and "Rules and Regulations for Black River Landing Transportation Center".

I HEREBY ACKNOWLEDGE THAT I WILL BE HELD RESPONSIBLE FOR ANY AND ALL DAMAGE OR LOSS THAT MAY OCCUR TO THE PROPERTY DURING THE TIME OF RENTAL.

Applicant Signature	Print Name	Date
Sponsoring Organization Signature	Print Name	Date

FOR OFFICE USE ONLY

Application Accepted By:

Signature	Title	Date
<input type="checkbox"/> Deposit Paid Amount: _____	Date: _____	
<input type="checkbox"/> Rental Paid Amount: _____	Date: _____	
<input type="checkbox"/> Security Paid Amount: _____	Date: _____	
Signature for Key: _____	Issued: _____	Returned: _____

Event Details

Event Name _____

Permits – Please note: carnivals, circuses, festivals and other types of events require a permit from the City of Lorain at least 30 days prior to the event and may be obtained at the Mayor's Office or online at www.cityoflorain.org

Entrance - Please list entrance fees, if any, and location of entrance gates:

Amplified Sound - Any use of amplification for sound and band requires a sound permit Please list type & location on the site: from the City of Lorain at least 30 days prior to the event and may be obtained at the Mayor's Office or online at www.cityoflorain.org

First Aid or Emergency Personnel - Please list company & location on the site: Required for events larger than _____

Tents/Canopies - Please list size & location on the site:

Sanitary Service/Restrooms - Please list number & location on the site:

Trash Disposal/BFI - Please list area for dumpster(s): 1 (one) Six yard dumpster is provided on site. Depending on the size and type of your event you may need to order additional dumpsters.

Sale of Food/Beverages – Please note that a Temporary Health Permit may be required for your event and vendors. Permits can be obtained at the City of Lorain Health Department and on-line at www.cityoflorain.org

Please list number of vendors & location on the site:

Dockage - Please list boat size and type of vessel, if applicable:

Security - Please list number of security officers required by Lorain Police Department:

Fireworks - A Marine Permit is required for fireworks displays. These must be submitted at least 180 days in advance of the event. The permit can be obtained at Please list maximum shell size & firing site and include copy of permit application, if applicable:

Please see the Port Authority for information on Coast Guard and Fire Department permits, as well as safety zone requirements.

By signing this agreement I state that I have read and understand all of the information listed herein.

Event Organizer Signature

Date

Port Authority Representative

Date

Rules and Regulations for Black River Landing Festival Site

Responsible Party

Applicants must be 21 years of age or older. The organization that submits and signs the application form will be considered the responsible party with respect to the fees and the subsequent use and care of the reserved site. The Lorain Port Authority (LPA) may not, at any time, be listed as a contact or third party for the event or for rental equipment. An adult must be present at all times and must supervise and take responsibility for any injury, damage, or loss of property that may result in the use of this or any other Port facility.

Reservation and Application

Dates will not be held without a deposit. Applications for rental must be submitted within 180 days of the event date. Rentals will be considered upon receipt of the following:

- Map of the proposed event layout
- Certificate of insurance
- Deposit
- Application
- Copy of Liquor Application & Permit
- Any additional permits and any other information that is requested by the LPA

Local Governance

The LPA reserves the right to terminate the right of any tenant, lessee, sub-lessee and/or vendor to occupy or enjoy any portion of the premises "for cause". A violation of any Federal, State, or Local governmental rule shall be considered cause; Local governmental rule includes rules and/or resolutions of the Lorain Port Authority, Lorain City Health Department, and the Codified Ordinances of the City of Lorain.

Hours

Event may be held between the hours of 10:00AM & 10:00PM Sunday through Thursday and between the hours of 10:00AM & 11:00PM Friday and Saturday. Building and site must be cleaned and vacated by Midnight.

Utilities

Electrical outlets are located in each pavilion and on light-poles throughout the sites. All cords must be covered to avoid tripping hazards. Do not overload cable, connectors, or circuits. Electrical boxes may only be accessed through LPA approved electrical vendors.

Music/Sound

Music that is considered offensive, distasteful, or inappropriate for any of the park facilities will not be permitted by sole discretion of the Lorain Port Authority. Sound level must comply with City codes. A sound permit must be obtained from the City of Lorain at the Mayor's office or at www.cityoflorain.org

Accessibility

All LPA facilities are wheelchair accessible.

Property

Applicants shall be held responsible for the return of all public and private property to the condition existing prior to the event and shall be held responsible for the clean up of any litter or debris resulting from the event. Under no circumstances may equipment or facilities be altered. Structural or electrical changes may be made only with the written permission of the LPA. Use of tobacco products is prohibited in the building. Illegal substances are strictly prohibited on the premises.

Trash

Applicants must empty all used trash receptacles and replace liners after the event. The LPA has regular maintenance scheduled in the parks in order to keep the trash from overflowing. If an additional pick-up is required due to your event, the applicant will be billed accordingly or the bill will be applied to your deposit. If additional trash removal is necessary you will need to contact and pay for additional receptacles.

The LPA contracts with the Murray Ridge Production Center for litter control needs. If you opt to use the restrooms inside the building for public use at your event, a restroom attendant **must** be used. The LPA current vendor must be hired for this service. Please contact the Port offices for vendor contact information.

Access - *The LPA management has the right of access to any space in the Lorain Port Authority property.*

No vehicles, at any time, may be driven on the grass areas of any park facility unless approved by the LPA. Vehicle parking is permitted only in designated areas. Any damage requiring additional lawn maintenance or repair will be billed to the applicant. Stakes, such as those used for tents, may not be used on any asphalt surface throughout the park facilities. Please see the LPA about available locations for placing tents. If any underground utility lines are damaged from tent stakes, vehicles or any other reason, the Applicant will be responsible for paying for any and all damage.

Applicant must supply signs and traffic control equipment for the event. Applicants are required to provide adequate parking instructions, emergency personnel, trash containers, and restroom facilities based on the size and type of event.

Dockage

Overnight transient dockage and loitering are not permitted at Black River Landing. If special dockage provisions exist for an event, please contact the Port offices to address available options.

Firearms

The carrying of firearms and/or weapons of any kind within the facility is strictly forbidden without the prior approval of the LPA management. Copies of any and all applicable licenses will be required.

Signage

Any distributed or displayed materials must be removed before the end of the permit period. Tape and adhesive products are strictly prohibited. The undersigned will be held responsible for the cost of removal. Glitter and confetti may not be used in connection with any event or activity and are not allowed on the premises.

Wildlife

Fishing or any removal of wildlife is not permitted at Black River Landing; swimming, skateboarding, stunt bikes, and skating are not permitted at Black River Landing for your safety. Balloons are strictly prohibited on Port property. They are very harmful to the wildlife on our waterfront.

Food and Beverages

Use of alcoholic beverages must comply with all Local, State, & Federal laws and must be approved by written permission of the LPA. If serving alcohol on the site, you are required to obtain the proper F permit from the Ohio Department of Commerce – Division of Liquor Control. Please see samples in this packet. Alcohol is not permitted outside of the building or in the pavilion area, except for special events that are approved by the LPA. Any distribution or sales of food must comply with the Lorain City Health Department guidelines. Food vendors may need temporary health permits. Check with the City of Lorain Health Department for requirements.

Electrical Usage

The site is rented as is. Any electrical service needed by the event organizer must be scheduled and confirmed with the Port Authority representative in charge of special events. There are fees associated with this service. In addition any damage caused to electrical equipment shall be repaired by the Port Authority contractor and billed to the Event organizer. A list of regulations and fees are included with this application.

Insurance

The Applicant shall maintain a minimum of one million dollars (\$1,000,000) of liability insurance coverage for bodily injury and one hundred thousand dollars (\$100,000) for property damage during the entire time that the event is conducted and/or permitted from an insurance company licensed to do business in the State of Ohio. The LPA shall be listed as "Additional Insured" on the Certificate of Insurance. A copy of the insurance certificate with the above coverage must be on file with the LPA prior to the event.

Cancellation

In the event of any lack of performance by the applicant or disregard of the terms and conditions, as detailed in the application, the LPA has the absolute right of cancellation of the scheduled event without regard to any financial loss of the applicant.

Stage

The stage may only be used with written permission of the LPA when the entire site is rented.

No food (including gum, candy, cough drops) or beverages on stage. Water is the ONLY exception. No glass containers on or around stage.

All use of power on a stage must be handled by a LPA approved electrical vendor. They will be responsible for wiring and plugging into the power source. In the case of bad weather, the LPA staff assigned to handle power needs will decide whether to continue or stop anything using power in the park.

No fire or pyrotechnic trick of any kind is permitted.

Signage and/or decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to any wall, ceiling, column, stone, window, drape, or painted surface in any area inside the building or on the premises.

LPA permanent graphics, signage, displays, exit signs, and security monitors may not be blocked or obscured in any manner. All rigging of scenery, flats, signs, banners, truss, chain motors, etc. must be pre-approved by the LPA four (4) weeks prior to load-in. Licensee and their riggers are personally held responsible and liable for damage incurred by improper rigging.

Only standard stick or ball-type chalk may be used on the stage floor. Liquid chalk, water paint or liquids of any other nature are expressly forbidden. Costs of removal will be the responsibility of the applicant. Applicant may bring in their own floor to cover existing stage, if so desired. Nailing and/or drilling into the stage floor are not permitted.

Vendors

The LPA reserves the right to require that only those vendors approved by the LPA may be used for services such as security, sanitary, and electrical work during your event. A list of approved vendors will be provided to you before the application is approved for your event.

Rules and Regulations for Black River Landing Transportation Center

Facility

Free parking is available for your meeting or event. Tables and seating are available free of charge for your use: 120 chairs and 19 eight-foot rectangular tables. The room is approximately 73' x 33'. The room capacity is 183.

Responsible Party

Applicants must be 21 years of age or older. The individual that submits and signs the reservation form will be considered the responsible party with respect to the fees and the subsequent use and care of the reserved site. The Lorain Port Authority (LPA) may not, at any time, be listed as a contact or third party for the event or for rental equipment. An adult must be present at all times and must supervise and take responsibility for any injury, damage, or loss of property that may result in the use of this or any other Port facility.

Who Can Rent

The facility may be rented to non-profit organizations and commercial groups provided that their purpose of use is not for monetary gain and the applicant meets all requirements listed in this document. Rental of the building does not include use of the stage, pavilions, or surrounding park area.

Hours and Fees

The pavilions may be rented for a fee of \$125, plus a \$125 deposit. The building may be rented for \$200 Monday through Thursday and \$400 on Friday, Saturday, or Sunday, plus a refundable \$200 deposit.

Food and Beverages

A \$25 per hour fee will be charged for security when alcohol is served in the building. Alcohol is NOT permitted outside of the building or in the pavilion area, except for special events that are approved by written permission of the LPA.

Deposit

The deposit will be returned shortly after the event by mail, provided that all equipment and food items have been removed from the area at the end of the event, and the rented area is thoroughly cleaned (see below). The building and pavilions must be cleaned and vacated by Midnight. All equipment, decorations, and catering supplies must be removed on the day of the rental, as there are rentals on the following day.

Required Cleaning of Building:

1. All floors must be swept. All tables and chairs must be wiped clean and returned to the storage area provided.
2. All counters must be cleaned
3. Restrooms must be clean (sinks, floors, mirrors, toilets) Sweep only.
4. All trash must be removed and new liners placed in containers
5. All trash must be placed in the BFI container outside of the building
6. The facility is non-smoking. If guests smoke outside, all cigarette butts must be swept up.

How to Reserve

A completed application is required for reservation of the building. Applications are available at the Port Authority offices M-F 8:30am-4:30pm. Applications will be reviewed in a timely manner for approval. The LPA reserves the right to reject any request and all Port functions take precedence.

Firearms

The carrying of firearms and/or weapons of any kind within the facility is strictly forbidden without the prior approval of the LPA management. Copies of any and all applicable licenses will be required.

Accessibility

All of the Lorain Port Authority's facilities are wheelchair accessible.

Property

Applicants shall be held responsible for the return of all public and private property to the condition existing prior to the event and shall be held responsible for the clean up of any litter or debris resulting from the event. Under no circumstances may equipment or facilities be altered. Signage and/or decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to any wall, ceiling, column, stone, window, or painted surface in any area inside the building or on the premises. Smoking is prohibited in the building. Illegal substances are strictly prohibited on the premises.

Trash

Applicants are expected to empty all used trash receptacles and replace liners after each event.

Address

Black River Landing & Transportation Center
421 Black River Lane
Lorain, OH 44052