

Rich Novak

From: Joan Perch [joanperch@yahoo.com]
Sent: Monday, September 14, 2015 1:32 PM
To: Rick Novak; rbruening@lorainportauthority.com
Cc: james@levinventures.com; paul biber
Subject: Request to use Black River Landing
Attachments: BRL FireFish Performance.pdf

Rick and Ralph,

Thank you for your sponsorship of the FireFish Festival, for your support of this event, and for reserving the Black River Landing for our potential use for FireFish. As I described in a walk-through with Ralph late last week, the early part of the festival will be concentrating on utilizing storefronts and locations on Broadway Avenue. We would still like to use the Black River Landing site, specifically for the final culminating performance of FireFish in the parking lot directly across 7th Street and Black River Lane.

The performance will follow a "parade" that will begin at the Main Stage and various other sites along Broadway, featuring drumming, dancers, and a 20' paper mache FireFish puppet constructed by artist Daniel McNamara with the assistance of Lorain youth participating in FireFish502. The parade will process east down 7th Street through the roadway between the Eagles Building and Palace Theatre, head north to the south gate of the Black River Landing, and then proceed south to the "stage" area in the parking lot as shown in the diagram below.

At the point indicated on the map, viewers will split from the performers. Performers will process through the gate and will lineup on the north side of the fence where they will remain until the audience is in place. Audience members will be guided by volunteers to the viewing area as noted on the map.

The Main Event Performance will take place within a circular area having a diameter of 50' and marked off with roping. The performance will feature a full range of performers, including a cello solo, ballet, drumming, belly dancing, the True North Men's Choir and a Children's Choir, as well as Fire and Light Performing artists and featured Fire Artist Cavan Meese. Following a performance by Meese and ballet dancer Brittany Drost, the papier mache FireFish will be lit and burnt. It will sit atop a platform of approximately 20 pallets, creating a small but short bonfire.

All fire performers are certified and insured. The FireFish Festival event insurance covers this performance and would add the Lorain Port Authority as an additional insured. Executive Director James Levin has met and continues to meet with representatives from the Fire Department to meet all codes necessary. We have been advised by the certified fire performers that the short fire will not damage the asphalt. The area will be power-washed after the event as necessary to remove any ash or debris.

In addition to permission to use the parking lot for the final performance, it is requested that all of the lights are working and on to provide illumination for safety, that the dumpsters are moved (Ralph identified the location that is their usual site) and that access is to five 20 amp circuits are provided for some additional lighting and sound support.

We would appreciate your expedited confirmation of the use of the space as described above. The FireFish Festival will provide all necessary documents as described above and James Levin has a meetings with the Fire Marshall mid-week. We are anxious to get all approvals in place and to make sure we are in compliance with all safety and other regulations.

BLACK RIVER LANDING SPECIAL EVENT APPLICATION

Name of event: FireFish Festival (Finale)
 Type of event: Concert Festival Other: Finale of Festival taking place on Broadway from 5th - 7th
 Date(s) and Hours of event: Festival 6-10pm / Finale 8:30pm - 10pm
 Set-up date: 9.25 (partial) + 9.26 Tear-down date: 9.26 / 9.27
 Expected attendance: 1500

Applicant: Private / Individual Commercial Non-Profit / 501 (c) 3 # fiscal agent LCCC FDT

Applicant Name: Joan Perch

Organization: FireFish Arts

Address: 4709 Lake Rd, Sheffield Lake, OH

Telephone: 440.935.3655 Emergency Contact/Mobile: 440.935.3655 / 440.935.3654

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 Special Event Usage".

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.

[Signature] Joan Perch 9.16.2015
 Applicant Signature Print Name Date

[Signature] Joan Perch 9.16.2015
 Sponsoring Organization Signature Print Name Date

| FOR OFFICE USE ONLY | | | |
|--|-------------|--|--------------------------------------|
| Application Accepted By: _____ | | _____ | |
| Signature | | Date | |
| <input type="checkbox"/> Deposit Paid Amount: _____ | Date: _____ | <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ | <input type="checkbox"/> Credit Card |
| <input type="checkbox"/> Rental Paid Amount: _____ | Date: _____ | <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ | <input type="checkbox"/> Credit Card |
| <input type="checkbox"/> Security Paid Amount: _____ | Date: _____ | <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ | <input type="checkbox"/> Credit Card |
| Application Approved by: _____ | | Approval Date: _____ | |
| Comments: _____ | | | |

Lorain Port Authority Approved Vendors

| | |
|------------------|---|
| Bascule Bridge: | Bridge Superintendent - 244-2137 |
| City: | Safety-Service Director, 204-2011 - City Permits Building Department, Richard Klinar 204-2044 - City Permits |
| Coast Guard: | 288-1207 Phone, 288-5028 Fax |
| Electrical: | City Electrical Department – Dave Busch 204-2044 Firelands Electric, Carl Werner – 440-989-8200 |
| Cleaning: | Murray Ridge, Bob Pando – 440 324-4993 |
| Fire Department: | Chief Tom Brown, 204-2220 Assistant Chief, 204-2222 |
| Health Dept.: | Environmental Health Office 204-2300 Fax 246-6894 |
| Mayors' Office: | 204-2002 |
| Police/Traffic: | Police Chief - Cel Rivera - 204-2103 Auxiliary - Chief Jim Malick Office - 244-1300 Traffic – Rick Soto, Station - 204-2115 |
| Sanitary: | Port-A-Johns - PJ Sanitation, Paul - 986-8388 Dumpsters - BFI/Allied Waste – (440) 774-3100 x 3238 Restroom Attendants - Litter Control - Murray Ridge, Bob Pando (440) 324-4993 |
| Safety: | Fire Extinguishers - Romco Fire & Safety, Bob & Sue Mackin - 282-9226 First Aid - LifeCare Ambulance, Maud de la Porte - 284-0700 |
| Signage: | Visual Expressions, Tom Ott - 245-6660 Ritter Signs, Karl Ritter - 244-2069 Lake Screen Printing, Ben Zientarski - 244-5707 |
| Sound & Stage: | |
| Street Dept.: | Street Commissioner, Lori Garcia - 244-4294 |
| Tents: | Parties-To-Go, Denny Voytko, Office - 233-7103 |

Black River Landing Special Event Details

Alcoholic Beverages – A permit is required from the State of Ohio. Security service is required during the period that alcohol is being served. Please list the name of the vendor(s) who will be serving alcohol and the location on the site:

none @ Black River Landing

Animals – Please list what type and who is responsible for them. none

Dockage – Please list what type and name of vessel(s) that will be tying up at the Lorain Port Authority dock: _____

none

Emergency Personnel and First Aid - Please list company & location on the site: _____

Registered Nurses on site

Entrance – A permit is required for festival and events from the City of Lorain. Please list entrance fees, if any, and location of entrance gates:

gates @ 4th, 6th / 8th

Fireworks - Please list maximum shell size & firing site and include copy of permit applications: US Coast Guard, State of Ohio, and City of Lorain Fire Department.

NA -

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

Insurance – Please list the company. The LPA must be listed as additional insured. _____

Philadelphia Insurance Companies

Property - Please list the type and location of vendors on site. (Please see Building Cleaning Requirements and/or fees).

Building: NA

Pavilions: NA

Pergola: NA

Stage: NA

Restrooms - Please list number & location on the site: _____

Security - Please list number of security officers required by Lorain Police Department: 3

Sound - Amplified for music etc. A permit is required from the City of Lorain. Please list type & location on the site:

NE crest of hill on grass near parking lot

Black River Landing Special Event Details

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

NA

Trash - Please list area for dumpster(s):

NE by

Utilities - Please list additional electric needs and location on site:

access to five 20 amp circuits
to plug in

Vendors - Please list the type of vendor(s) and location on the site:

Food and Beverage booths - A permit is required from the Lorain Health Department. Please list number of vendors & location on the site:

NA

Non - Food Vendors - Booths, Bounce House, Climbing walls, Games and Rides: Please list the type and location on the site:

NA


Applicant Signature

Joan Perch
Print Name

9.20.15
Date