

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 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 any and all scheduled events for Black River Landing.

All events that will be selling alcohol must obtain the proper temporary liquor permit and perform I.D. checks and wrist banding of all those individuals wishing to consume alcohol. Those events selling beer products will be required to purchase their product from Labatt Blue (Heidelberg Distributing) due to applicable agreement the Port Authority has with Labatt for exclusive beer sales at the Black River Landing for the 2013 season. There are absolutely no exceptions to this rule. Non compliance with this rule may have severe consequences for the event organizers.

RENTAL FEES

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.

The pavilions on the Midway may be rented for a fee of \$500, plus a refundable \$250 deposit. Single Midway pavilions maybe rented for \$100.00 plus a \$100.00 refundable deposit. Rental of any outside pavilions do not include the restroom facilities in the building.

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.

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.

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.

Rules and Regulations for Black River Landing Special Event Usage

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 completed application and a deposit. Rentals will be considered upon receipt of the following:

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

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. 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.

Accessibility

All LPA facilities are wheelchair accessible.

Alcoholic Beverages

Use of alcoholic beverages must comply with all Local, State, & Federal laws and must be approved by written permission of the LPA. 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. Security is required when alcohol is served.

Building Cleaning Requirements and/or Cleaning Fees

1. All floors must be swept. All tables and chairs must be returned to the storage area provided.
2. All counters must be wiped clean.
3. Restrooms must be clean (sinks, floors, mirrors, toilets).
4. All trash must be removed and new liners placed in containers.
5. All trash must be placed in the blue dumpster north of the building. Key for lock is on key ring.
6. The facility is non-smoking. If guests smoke outside, all cigarette butts must be swept up.

If the building is not cleaned to the standards listed above or trash has not been taken out and put IN the dumpster cleaning fees will be charged to your deposit. If cleaning fees go above the deposit amount you will receive an invoice for the remaining balance along with a description of work.

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.

Rules and Regulations for Black River Landing Special Event Usage

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.

Event Hours

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

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.

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.

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.

Sound and Music

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. The Port Authority reserves the right to stop an event if these rules are not complied with. A sound permit must be obtained from the City of Lorain.

Pavilion and Pergola

All trash must be picked up and placed in the dumpster. Absolutely no decorations are to be placed on any structure, i.e. no ribbons, flowers or balloons may be tied or taped to the pergola or pavilions. Doing so will result in forfeiture of deposit. Indoor restrooms are not available for use with any rentals outside of the building. Portable restrooms are provided May 1 through October 31. Renter is responsible for ensuring there is enough toilet tissue in said restrooms.

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 cleanup 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. No equipment such as tables and chairs may be removed from the building for any purpose.

Signage and Decorations

Any distributed or displayed materials must be removed before the end of the permit period. Signage or Decoration may not be tape, nailed, tacked, stapled, or otherwise fastened to any wall, ceiling, column, stone, window, or painted surface inside, outside the building or on the premises. 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.

Rules and Regulations for Black River Landing Special Event Usage

Stage

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 pyrotechnics or fire tricks of any type are 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 is not permitted.

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.

The LPA contracts with the Murray Ridge Production Center for litter control needs. However, you are responsible for cleanup during and after your event. 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.

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.

Organizations hosting special events on LPA property must coordinate any and all electrical usage from vendors or entertainers with the LPA Facilities Manager. Vendor specific electrical layouts and needs must be turned in to the Port for review and approval a minimum of two weeks prior to the event date. All events requiring additional electrical service shall employ an electrical contractor named by the Port. Absolutely no one other than the Port approved electrical contractor may do any electrical work.

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.

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 is on page 5.

Food Vendors - Any distribution or sales of food or beverages must comply with the Lorain City Health Department guidelines (i.e. permits).

Non-Food Vendors – Bounce House, Climbing Walls, Games, and Rides. You will need to arrange for the employees background checks with the Lorain Police Department.

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 – 440-989-8200

Cleaning: Fine Line Cleaning – Tim Noble 614-843-0145

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 - Patrolman Allan Cornwell, Station 204-2115

Sanitary: Port-A-Johns - PJ Sanitation – Paul 986-8388
Dumpsters - BFI/Allied Waste – Cindy Palider (440) 774-3100 x 3238
Restroom Attendants - Tim Noble (614) 843-0145
Litter Control - Murray Ridge (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: Delta Productions - Craig Hoerig (216) 641-0077 / 967-1025

Street Dept.: Street Commissioner – Hal Kendrick 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:

Animals – Please list what type and who is responsible for them. _____

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

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

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.

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. _____

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

Building: _____

Pavilions: _____

Pergola: _____

Stage: _____

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

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

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

Black River Landing Special Event Details

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

Trash - Please list area for dumpster(s):

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

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:

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

Applicant Signature

Print Name

Date

Special Event Timeline					
Step	What	When	Why	Date Comp.	Init.
1	Meet with Port	6 months prior to event	Initial meeting to discuss event.		
2	Submit application and deposits	6 months prior to event	Application and deposits due.		
3	Fireworks application	6 months prior to event	Application due 6 months prior to the event date.		
4	Contact all vendors	6 months prior to event	Vendors need to be contacted at this time to arrange for services i.e. trash pickup, portable restrooms, food vendors, security, etc.		
5	Contact insurance companies	6 months prior to event	Event Insurance should be obtained at this time.		
6	Meet with Port	5 months prior to event	2nd consultation to discuss event.		
7	Meet with Port	4 months prior to event	Meet to discuss event and ensure all vendors have been contacted and contracted if necessary.		
8	Meet with Port	3 months prior to event	Meet to discuss event and ensure all vendors have been contacted and contracted if necessary.		
9	Applications due from vendors	2 months prior to event	Applications and electrical layouts need to be in at this time.		
10	Meet with Port	2 months prior to event	Meet to discuss event and ensure all vendors have been contacted and contracted if necessary.		
11	Submit required city permits and liquor permits, if applicable	45 days prior to event date	City sound permits, festival permits and Ohio Dept. of Liquor permit.		
12	Meet with Port	30 days prior to event date	Confirm all requirements are met.		
13	Confirm vendors	30 days prior to event date	Confirm that all vendors are attending your event.		
14	Receive all vendor applications	30 days prior to event date	All applications need to be received by this time.		
15	Remaining fees are due	14 days prior to event date	All fees are due at this time to the Port such as rental fees and any other required fees.		
16	All electrical layouts requirements are due to Port at this time	14 days prior to event date	ALL ELECTRICAL LAYOUTS AND REQUIREMENTS ARE TO BE SUBMITTED TO PORT AT THIS TIME ABSOLUTELY NO EXCEPTIONS!!!!!!		
17	Meet with Port	14 days prior to event date	Confirm all requirements are met.		
18	Meet with Port	7 days prior to event date	Confirm all requirements are met.		
19	Meet with Port	2 days prior to event date	Confirm tent locations and any other items needing to be staked to ground and ride locations layout vendors spaces with chalk booth numbers.		
20	Meet with Port	1 day prior to event date	Confirm tent locations and any other items needing to be staked to ground and ride locations layout vendors spaces with chalk booth numbers.		
21	Meet with Port and City Building & Fire Inspectors	Day of event	To inspect booths and rides.		
22	Meet with City Health Department	Day of event	Inspect all booths to ensure proper food handling procedures and appropriate health permits are in place.		