

Special Event Pre-Application Guide

Event Title: _____

Event Information

What type of event are you having? _____

What is your expected attendance? _____

When are you planning on having this event? _____

Have you ever operated a large event such as this before? Yes No If yes,

What type of event? _____

Where was it located? _____

How many attendees were there? _____

Please provide three event operation references (name and phone number).

Festival and Sound Permits

Have you applied for a festival permit with the City of Lorain? Yes No
(Permit must be submitted 30 days prior to event).

Have you applied for a sound permit with the City of Lorain? Yes No
(Permit must be submitted 30 days prior to event).

You will need to ensure that the Lorain Port Authority receives a copy of each permit on file.

Budget

What is your budget for this event? _____

Do you have sponsors? Yes No If yes, please list all sponsorship organization, a contact name and telephone number. _____

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Alcoholic Beverages

Are you selling alcohol at your event? Yes No

Have you applied for a temporary alcohol permit from the State of Ohio? Yes No
(Permit must be submitted 30 days prior to event).

You will need to contact the Ports alcohol provider, Heidelberg Distributing at 440-787-2255.

Have you arranged for alcohol sales people/bartenders? Yes No

Will you train your alcohol sales staff? Yes No

Do you have I.D. check stations? Yes No

Will you be checking I.D.s at the point of alcohol sales? Yes No

Have you arranged for wrist bands for people age of 21 who want to drink alcohol? Yes No

Where will the alcohol sales be located? _____

Animals

Will you be having any animals on the site? Yes No

If yes, what kind of animals and who is providing them? _____

Docks

Will you be using the Port Authority docks? Yes No

If yes, what type of vessels will be tying up at the docks? _____

If not pleasure craft, what are the sizes of the vessels? _____

Emergency Services

Have you arranged for emergency medical personnel for your event such as LifeCare? Yes No

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Fees

Will there be a fee for this event? Yes No

If yes, what is the fee? _____

How are you selling tickets for your event? _____

Where will the ticket entrance(s) be located? _____

Who will be operating your ticket sales? _____

How will you secure the site if you have an entrance fee? _____

Fireworks

Will you be having fireworks? Yes No

If yes, what fireworks company will you be using? _____

Does this company have insurance? Yes No

Do you have a Marine permit for the fireworks? Yes No
(Permit must be submitted 180 days prior to event).

Do you have a permit from the State of Ohio? Yes No

You will need to make arrangements with the Lorain Fire Department to inspect and be on site for the fireworks display.

Insurance

Do you have event liability insurance in the amount of \$1,000,000.00 or more? Yes No

Does your event insurance include liquor liability? Yes No _____

Does your event insurance cover food service? Yes No _____

You are required to list the Lorain Port Authority as additional insured on your insurance policy and provide us a copy.

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Property

Building

Will you be using the building? Yes No

If yes, please list the activities in the building. _____

Pavilions

Will you be using the pavilions? Yes No

If yes, please list the activities in the pavilions. _____

Pergola

Will you be using the pergola? Yes No

If yes, please list the activities in the pergola. _____

Stage

Will you be having entertainment on the stage? Yes No

If yes, what are your production/electrical needs for stage entertainment. _____

Restrooms

Will you be using the restroom facilities in the Transportation Center? Yes No

If yes, you will need to coordinate with the Port to hire a restroom attendant.

Do you have enough supplies for the restrooms? Yes No

Will you be using portable restrooms? Yes No

If yes, what company is providing the restrooms? _____

Where are the portable restrooms to be placed? _____

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Security

Have you arranged for off duty Lorain police security to sufficiently cover your event? Yes No

Will you be using any other security firm during your event? Yes No

If yes, who is providing the additional security for your event? _____

Will you require overnight security? Yes No

If yes, who will be providing the overnight security? _____

Tents

Will you be using tents on the site? Yes No

If yes, who is providing the tents? _____

Where are the tents to be located? _____

You will need to make arrangements with the Port to coordinate tent placement.

Trash

Have you arranged for grounds cleanup during and after your event? Yes No

What are those arrangements? _____

Have you retained a company to provide trash removal? Yes No

If yes, who is the trash removal company? _____

Where will dumpsters be located? _____

How many dumpsters will you use? _____

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Vendors - Food

Are you having food vendors? Yes No

Will food vendors be in trucks or trailers? Yes No

Where will the trucks/trailers be located? _____

Are the food vendors self sufficient? Yes No

If no, what specific types of electrical service will you need? _____

Have you contacted the Lorain Health Department for temporary food permits? Yes No

Vendors - Non-Food

Are you having non-food vendors, such as booths? Yes No

If yes, what type of non-food vendors will you have at your event? _____

Do the non-food vendors have electrical requirements? Yes No

Have you arranged with the Port for those electrical requirements? Yes No

Will you be having bounce house, carnival rides, climbing walls, or games? Yes No

If yes, what company will you be using? _____

Does this company have insurance? Yes No _____

You will need to arrange for employee background checks with the Lorain Police Department for your carnival ride company?

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Questions or Concerns

Have you answered all the questions and do you understand them? Yes No

Do you have any questions? Yes No

Please list all the questions:

Print Applicants Name: _____

Applicant Signature

Date

Lorain Port Authority Representative

Date