

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 or deny 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 all required identification checks for individuals wishing to consume alcohol.

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 full 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 with LPA and City of Lorain named as additional insured
 - Copy of Liquor Application & Permit
 - Any additional permits and any other information that is requested by the LPA
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Access – Lorain Port Authority management has the right of access to any space on LPA property at all times.

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 staff 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 and 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.
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 the applicant's deposit. If cleaning fees go above the deposit amount, the applicant will receive an invoice with a description of work for the remaining balance.

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.

Dockage

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

Event Hours

Events may be held between the hours of 10:00 a.m. and 10:00 p.m. Sunday through Thursday and between the hours of 10:00 a.m. and 11:00 p.m. Friday and Saturday. The 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. This must be obtained from an insurance company licensed to do business in the State of Ohio. The LPA and City of Lorain 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.

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 the deposit. Indoor restrooms are **not** available for use with any rentals outside of the building. Portable restrooms are the responsibility of the renter/applicant.

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.

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 in to 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 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 the applicant's 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's current vendor must be hired for this service unless preauthorized by the LPA. 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 Office 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 houses, 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 – (440) 244-2137
City:	Safety-Service Director – (440) 204-2011 (City Permits) Building, Housing and Planning Dept. – (440) 204-2044 (City Permits)
Coast Guard:	(440) 288-1203
Cleaning:	Murray Ridge Production Center – (440) 324-4993
Electrical:	Firelands Electric – (440) 989-8200
Fire Dept.:	Chief – (440) 204-2220 Assistant Chief – (440) 204-2222
Health Dept.:	Lorain County Public Health – (440) 204-2526
Mayor's Office:	(440) 204-2002
Police/Traffic:	Chief of Police Office: (440) 204-2103 Auxiliary: (440) 204-2192 Traffic Division: (440) 204-2115
Sanitary:	Port-A-Johns: P&J Sanitation – (440) 986-8388 Dumpsters: Republic Services – (440) 458-5191 Restroom Attendants: Murray Ridge Production Center – (440) 324-4993 Litter Control: Murray Ridge Production Center – (440) 324-4993
Safety:	Fire Extinguishers: Romco Fire & Safety – (440) 282-9226 First Aid: LifeCare Ambulance – (440) 323-6111 (Office), (440) 323-2527 (Emergency)
Signage:	Visual Expressions, Tom Ott - 245-6660 Ritter Signs, Karl Ritter - 244-2069 Lake Screen Printing, Ben Zientarski - 244-5707
Sound & Stage:	Vertical Sound – (216) 939-9994 – info@verticalsoundpro.com
Street Dept.:	Public Property Manager – (440) 244-4294
Tents/Rentals:	Parties To-Go – (440) 233-7103

2019 BLACK RIVER LANDING SPECIAL EVENT APPLICATION

Name of event: _____

Type of event: _____

Date(s) of event: _____ Hours of event: _____

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

Fee Type	Non-profit/Not for Profit	Private/For Profit
Deposit	\$1,000	\$1,000
One-day Rental	\$1,400	\$2,600
Per-day fee (multiple day event)	\$700 x _____	\$1,300 x _____

Anticipated rental cost: _____ Applicant Initials _____

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 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.

Applicant Signature

Print Name

Date

FOR OFFICE USE ONLY

Application Accepted By: _____	Date: _____
<input type="checkbox"/> Deposit Paid: \$ _____ Date: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	
Event Approval: _____ Date: _____	
<input type="checkbox"/> Rental Paid: \$ _____ \$ _____ Date: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ # _____	
Application Approved by: _____ Approval Date: _____	
Comments: _____	

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

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, bands, etc. Please list type and location on the site: _____

Black River Landing Special Event Details

Tents or Canopies – Please list size and 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 and location on the site:

Non-Food Vendors – (Booths, bounce house, climbing walls, games, rides, etc.) Please list the type and location on the site:

Applicant Signature

Print Name

Date

Special Event Timeline

Step	What	When	Why	Date Completed	Initials
1	Meet with Port	6 months before event	Initial meeting to discuss event		
2	Submit application and deposits	6 months before event	Application and deposits due		
3	Fireworks application	6 months before event	Ample time for approval from necessary agencies		
4	Contact all vendors	6 months before event	Arrange for services (i.e. trash pickup, portable restrooms, food vendors, security, etc.)		
5	Contact insurance companies	6 months before event	Event Insurance should be obtained at this time		
6	Meet with Port	5 months before event	2nd consultation to discuss event, planning and any changes		
7	Applications due from vendors	2 months before event	Applications and electrical layouts need to be in at this time		
8	Meet with Port	2 months before event	Meet to discuss event and ensure all vendors have been contacted and contracted if necessary		
9	Submit required permits, if applicable	45 days before event	Ample time for approval from necessary agencies		
10	Meet with Port	30 days before event	Confirm all requirements are met		
11	Confirm vendors	30 days before event	Confirm that all vendors are attending your event		
12	Submit final payment to Port	14 days before event	All fees are due at this time		
13	Submit all electrical layouts/requirements to Port	14 days before event	ALL ELECTRICAL LAYOUTS AND REQUIREMENTS ARE DUE AT THIS TIME. ABSOLUTELY NO EXCEPTIONS.		
14	Contact Port	14 days before event	Confirm all requirements are met		
15	Meet with Port	2 days before event	Confirm tent locations and any other items needing to be staked in ground, ride locations, label vendors spaces		
16	Meet with Port, City Building and Fire inspectors	Day of event	To inspect booths and rides		
17	Meet with Health Department	Day of event	Inspect all booths to ensure proper food handling procedures and appropriate health permits are in place		