

# Special Event Pre-Application Guide

1. Have you ever operated a large event such as this before? Y N
2. If so what type of event? \_\_\_\_\_
3. Where was it located? \_\_\_\_\_
4. How many attendees were there? \_\_\_\_\_
5. Can you provide references that you have operated an event such as this? Y N
6. What type of event are you having? \_\_\_\_\_
7. Do you have a budget and what is it? \_\_\_\_\_
8. When are you planning on having this event? \_\_\_\_\_
9. Do you have event liability insurance in the amount of \$1,000,000.00 or more? Y N
10. Does your event insurance include liquor liability? Y N
11. Does your event insurance cover food service?
12. Have you named the Port as additional insured on your insurance? Y N
13. Have you given the Port a copy of the insurance? Y N
14. Have you applied for a festival permit with the City of Lorain?  
(Permit must be submitted 30 days prior to event) Y N
15. Have you applied for a sound permit with the City of Lorain?  
(Permit must be submitted 30 days prior to event) Y N
16. Have you given the Port copies of these permits? Y N
17. Will there be a fee for this event? Y N
18. What is the fee? \_\_\_\_\_
19. What is your expected attendance? \_\_\_\_\_

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20. How are you selling tickets for your event? \_\_\_\_\_
21. Where will the ticket entrance(s) be located? \_\_\_\_\_
22. Who will be operating your ticket sales? \_\_\_\_\_
23. How will you secure the site if you have an entrance fee? \_\_\_\_\_
24. Will you be having entertainment on the stage? Y    N
25. What are your production/electrical needs for stage entertainment? \_\_\_\_\_  
\_\_\_\_\_
26. Are you having food vendors? Y    N
27. Will food vendors be in trucks or trailers? Y    N
28. Where will the trucks/trailers be located? \_\_\_\_\_
29. If food vendors are not self sufficient you will need specific types of electrical service from the port. Have you arranged for this? (See attached guide) Y    N
30. Have you contacted the Lorain's Health Department for temporary food permits? Y    N
31. What type of non-food vendors will you have at your event? \_\_\_\_\_  
\_\_\_\_\_
32. Do the non-food vendors have electrical requirements? Y    N
33. Have you arranged with the Port for those electrical requirements? Y    N
34. Have you arranged for emergency medical personnel for your event such as LifeCare? Y    N
35. Are you selling alcohol at your event? Y    N
36. Have you applied for a temporary alcohol permit from the State of Ohio? Y    N  
(Permit must be submitted 30 days prior to event)

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37. Have you contacted the Ports alcohol provider? (Heidelberg Dist) Y N
38. Have you arranged for alcohol sales people/bartenders? Y N
39. Will you train your alcohol sales staff? Y N
40. Do you have I.D. check stations? Y N
41. Will you be checking I.D.s at the point of alcohol sales? Y N
42. Have you arranged for wrist bands for all those over the age of 21 who want to drink alcohol? Y N
43. Where will the alcohol sales be located? \_\_\_\_\_  
\_\_\_\_\_
44. Have you arranged for off duty Lorain police security to sufficiently cover your event? Y N
45. Will you be using any other security firm during your event? Y N
46. Who is providing the additional security for your event? \_\_\_\_\_  
\_\_\_\_\_
47. Will you require overnight security? Y N
48. Who will be providing the overnight security? \_\_\_\_\_  
\_\_\_\_\_
49. Will you be using tents on the site? Y N
50. Who is providing the tents? \_\_\_\_\_  
\_\_\_\_\_
51. Where are the tents to be located? \_\_\_\_\_  
\_\_\_\_\_
52. Have you made arrangements with the Port to coordinate tent placement? Y N

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53. Have you arranged for grounds cleanup during and after your event? Y N
54. What are those arrangements? \_\_\_\_\_  
\_\_\_\_\_
55. Will you be using the restroom facilities in the Transportation Center? Y N
56. Have you coordinated with the Port to use the Ports cleaning service for Restroom attendants? \_\_\_\_\_ Y N
57. Do you have enough supplies for the restrooms? Y N
58. Will you be using portable restrooms? Y N
59. If so, what company is providing the restrooms? \_\_\_\_\_
60. Where are the portable restrooms to be placed? \_\_\_\_\_  
\_\_\_\_\_
61. Have you retained a company to provide trash removal? Y N
62. Who is the trash removal company? \_\_\_\_\_
63. Where will dumpsters be located? \_\_\_\_\_  
\_\_\_\_\_
64. How many dumpsters will you use? \_\_\_\_\_
65. Will you be having carnival rides? Y N
66. What ride company will you be using? \_\_\_\_\_
67. Does this company have insurance? Y N
68. Have you arranged for employee background checks with the Lorain Police Department for your carnival ride company?  
(This includes bounce house type rides) Y N

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69. Will you be having fireworks? Y   N

70. What fireworks company will you be using? \_\_\_\_\_

71. Does this company have insurance? Y   N

72. Do you have a Marine permit for the fireworks?  
(Permit must be submitted 180 days prior to event) Y   N

73. Have you made arrangements with the Lorain Fire Department  
to inspect and be on site for the fireworks? Y   N

74. Will you be using the Port Authority docks? Y   N

75. What type of vessels will be tying up at the docks? \_\_\_\_\_

\_\_\_\_\_

76. If not pleasure craft, what are the sizes of the vessels? \_\_\_\_\_

77. Will you be having any animals on the site? Y   N

78. What kind of animals and who is providing them? \_\_\_\_\_

\_\_\_\_\_

79. Have you answered all the questions and do you understand them? Y   N

80. Do you have any questions? Y   N

81. What are they? \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_