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? Y N
   (Permit must be submitted 30 days prior to event)

15. Have you applied for a sound permit with the City of Lorain? Y N
    (Permit must be submitted 30 days prior to event)

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? ________
Special Event Pre-Application Guide

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? (Permit must be submitted 30 days prior to event)  Y  N
### Special Event Pre-Application Guide

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

54. What are those arrangements?  
   [Blank]  

55. Will you be using the restroom facilities in the Transportation Center?  
   Y  N  

56. Have you coordinated with the Port to use the Port's cleaning service for restroom attendants?  
   [Blank]  

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?  
   [Blank]  

60. Where are the portable restrooms to be placed?  
   [Blank]  

61. Have you retained a company to provide trash removal?  
   Y  N  

62. Who is the trash removal company?  
   [Blank]  

63. Where will dumpsters be located?  
   [Blank]  

64. How many dumpsters will you use?  
   [Blank]  

65. Will you be having carnival rides?  
   Y  N  

66. What ride company will you be using?  
   [Blank]  

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
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? Y N
   (Permit must be submitted 180 days prior to event)

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 ________