

EVENT TIME LINE AND CHECK LIST FOR EVENTS TO BE HELD ON CITY OF VAN WERT PROPERTY

120-365 DAYS PRIOR TO THE EVENT

- A) Contact City of Van Wert Safety/Service Office and Van Wert County Engineer Office to find out about any construction that could impact your event.
- B) Contact the Mayor's Office to discuss location.
- C) Present Plans to Mayor and City Council.

90-120 DAYS PRIOR TO THE EVENT

- A) Secure liability insurance.
- B) Request permission from City Council for selling alcohol on City Property.
- C) Consult with the Police Department for any Safety Concerns.

45-90 DAYS PRIOR TO THE EVENT

- A) Submit Certificate of Liability Insurance.
- B) Arrange for Temporary Water Service
- C) Submit a detailed site map.
- D) Arrange for parking including accessibility for persons with disabilities.
- E) Develop an Emergency Fire plan approved by the Fire Chief.
- F) Secure Law Enforcement for event security, crowd control, and traffic control.
- G) Identify streets to be closed
- H) File any City permits that are necessary

30-45 DAYS PRIOR TO THE EVENT

- A) Incorporate the above information into the State of Ohio F Permit application and file with the State Board of Liquor Control.

30 DAYS PRIOR TO THE EVENT

- A) Review plan with Mayor's office.

15 DAYS PRIOR TO THE EVENT

- A) Confirm all City Requirements have been met.
- B) Confirm use of Park and Street Electricity.
- C) Confirm arrangements for any Street Closures.
- D) Confirm Temporary Water Service