LEBANON
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CITY OF LEBANON

Major Special Events Guidebook

Provided By:

City of Lebanon
50 S Broadway
Lebanon OH 45036
Revised June 2025

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WELCOME!

Our community and The Board of Festivals and Tourism would like to thank you for choosing historic Lebanon, Ohio as the host city for your event! Festivals and Tourism have an important impact on the civic and economic life of Lebanon. They help to create a positive view of ourselves and enhance the quality of life in our community. We are sure you will find a cooperative and friendly spirit among the businesses, merchants, employees and residents of Lebanon.

Once you complete the required major special events application, you will meet with The Board of Festivals and Tourism. The mission of this Board is to make sure that festivals and tourism stay in step with the community, and serve the needs of the community and its people. A variety of City departments are involved in the logistics required to produce a safe and successful community event as well. Once your event is approved, you will then meet with members of City staff who will guide you through the logistics of your event. In addition, the City requires an array of permits and approvals before an event may take place. In an effort to simplify the requirements of event organizers, the City has compiled this event application packet to help guide you through the planning process.

It is the goal of the City to coordinate efforts between your organization and city services, while promoting travel and tourism to Lebanon. Your City contact will assist you in completing the necessary forms in this packet and coordinating efforts between your organization and the city departments.

Please note that the event organizer is responsible for fees and wages for all City services as determined by the respective departments. In addition, the event organizer may be charged a rental fee for use of City equipment and facilities. A fee is also associated with lost or damaged items.

We believe you will find the enclosed information both helpful and easy to follow. Should you have any questions, please do not hesitate to contact the Administrative Assistant – Marketing & Event Coordination, at (513) 228-3110.

The Board of Festivals and Tourism wishes you good luck with your event!

City of Lebanon
Board of Festivals and Tourism

MAJOR SPECIAL EVENT GUIDELINES

What is a Major Special Event?

A Major Special Event is defined as any festival, concert, parade, running/walking events, public performance, or announced public gathering held on a public street, right-of-way, or property of the City, or events that require the closure of a public street.

Major special events must go through the major special event permit application process, whether yours is a new event or a yearly one. You have completed the toughest task of this process – outlining and planning your event. This Guidebook will assist you in completing the rest of the steps involved in hosting an event in Lebanon. Your staff liaison will walk you through the items contained in this packet.

This booklet will guide you through the four main steps in the process:

Step One: Major Special Event Guidebook

The guidebook will lead you through the application process, helping you to address all aspects of the event in a timely manner.

Step Two: Major Event Application Booklet

This booklet contains the necessary forms that must be completed to proceed with your event. You must complete the entire packet and return it at least *60 days prior to your event* with the following items:

1. Application fee check: $50 for all other special events. This fee is non-refundable.
2. Site map: a layout map or course map of your proposed event

Step Three: Board of Festivals & Tourism Meeting

Event organizers are required to meet, unless otherwise notified, with the Board of Festivals and Tourism prior to any event. The board will review the preliminary event application and site map to determine if the event is desirable for the community, and make suggestions to facilitate the success of the proposed event.

Step Four: City Staff- Services Meeting

Once the Board of Festivals and Tourism has approved the event to continue, the event organizers will have a meeting with members of City Staff to discuss services that will be provided for the event. Staff will review services requested and make recommendations to facilitate the success of the event.

CITY STAFF CONTACT LIST

Application & Final Permit
Rebecca Nelson
Marketing & Event Coordination
513-228-3110

Electric
Kevin White
Division of Electric
513-228-3210

Fire & EMS
Chief Ryan Dipzinski
Division of Fire
513-535-2408

Safety/Traffic/Parking
Captain Michael McCutchan
Division of Police
513-228-3312

Signage (Promotional)
Greg Orosz
City Planner
513-228-3170

Street Closures
Darren Owens
Public Works
513-228-3701

1. General Information

A. **LAYOUT** – You are required to make an area map indicating the location of the following applicable items within your event area:

1. Entertainment or stage areas
2. Alcoholic beverage concession areas
3. Food concession areas
4. Vendor/Exhibitor areas
    a. Vendors should not be placed on sidewalks. Sidewalks must remain free from obstruction to allow for foot traffic.
5. Portable toilet facilities and hand washing stations (indicate number)
6. Lost children area
7. Event command post
8. Shuttle sites and parking: patron, handicap, supplier, volunteer, etc.
9. Police and Fire command post
10. Emergency Routes
11. Parade route, staging area, direction of procession, if applicable

B. **INSURANCE** - Special event organizers are responsible for any and all damages caused by their organization, volunteers, employees, participants and spectators. In order to protect the City against financial loss arising from any incidents or accidents that may occur, the sponsoring organization must provide appropriate commercial insurance to protect both them and the City.

Evidence of the coverage must be provided in the form of a Certificate of Insurance listing the City of Lebanon as an additional insured, covering all of the event days, including set-up and take-down days, and must be presented to the City of Lebanon at least 30 days prior to the event. At a minimum, the policy must cover $1,000,000 per incident and a $2,000,000 aggregate. Event sub-contractors (rides, petting zoo, etc.) are required to have the same coverage. Additional coverage may be required dependant upon the risk factor of your event.

C. **COMPLIANCE** - Events must comply with all local, state and federal laws and ordinances. This includes, but is not limited to, park rules, sound ordinances, solicitation laws.

D. **AMERICANS WITH DISABILITIES ACT** - The City of Lebanon is sensitive to the needs of persons who have disabilities and requires special event organizers to provide accessible restrooms and parking as well as reasonable access to events.

2. Transient Vendor License

A. Vendors can obtain information regarding obtaining an application for a transient vendor's license from the State of Ohio at tax.ohio.gov.

3. Food and Beverage Concessions

A. **HEALTH DEPARTMENT** - Health and licensing requirements apply to all food/beverage sales. Permits can be obtained from the Warren County Health Department (WCHD). Licensed Restaurants and Caterers are required to obtain a Temporary Food Service License. Mobile Food Service Operations are not required to obtain a Temporary Food Service License. To obtain permit guidelines and an application contact the Warren Co. Combined Health District at 513-695-1220 or visit wcchd.com for more information. As the event coordinator/sponsor, you must submit a listing of all food vendors that are scheduled to be at your event to the WCHD at least two weeks prior to the event date, to ensure all vendors are properly licensed. Health and licensing inspectors will visit the event and have the authority to close any food/beverage sales operation not in compliance with health and licensing regulations. All permits must be clearly displayed.

B. **FIRE INSPECTION** - All vendors must be inspected by the Lebanon Fire Department and receive a permit from them to operate at the festival. All tanks must be secured. No propane heaters will be allowed.

C. **FIRE EXTINGUISHERS** - All vendors and booths with electric, propane, other cooking methods, etc. must have a 10 lb ABC extinguisher at their immediate location. All other vendors must have a 5 lb ABC extinguisher. The extinguisher must be in good working order and not past its expiration date. Extinguishers must be secured.

D. **TAX** - The State of Ohio and Warren County Auditor have sales and taxation requirements for all non-county vendors. The information is contained in the back of this booklet. Please feel free to make copies available to your vendors who are in need of the information.

E. **WASTE CONTAINMENT** - Vendors may not deposit any materials or items at the event site. Grease barrels, ash containers and gray water containers should be provided as necessary.

F. **DUSK** - If you plan to sell food after dusk, all food booths must have internal lighting. Electrical service will be required for mechanical food refrigeration and heating equipment. Electrical power may also be necessary for entertainment and other event activities.

4. Alcohol

A. **PERMIT** - If you plan to sell alcoholic beverages, you must apply for a liquor permit from the Ohio Division of Liquor Control in Columbus, Ohio. For more information, please call Liquor Control at 614-644-2431, or visit their website at https://com.ohio.gov/divisions-and-programs/liquor-control/temporary-event-permits.

B. **SERVING** - The event organizer is responsible for checking the identification of all persons being served alcohol and for ensuring all persons acting as servers are over the age of 21. It is also the volunteer servers' responsibility to make sure that intoxicated persons are not served. A detailed plan for the sale of alcoholic beverages, including ID methods, security, etc., must be submitted for review. In addition, a description of the training the servers will receive must be submitted. Included in this session should be an overview of the liquor laws and the individual's liability in enforcing them.

C. **LIQUOR LIABILITY** - You will be required to hold Liquor Liability Insurance ($1,000,000 per incident) and name the City of Lebanon as an additional insured. A copy of your liquor

permit and liquor liability insurance must be on file with the City of Lebanon 10 days prior to your event.

D. **DORA / BEER GARDEN** – In order to have DORA remain active during festivals, organizers are to narrowly define the permit area for a temporary beer garden permit. It is recommended that a temporary permit is requested that covers only the area(s) where beer/drinks are sold and the five feet immediately surrounding the sales table/beer truck. This will allow DORA to remain active in the DORA-permitted area outside of the beer garden. Alcoholic beverages sold in the festival beer garden will need a DORA sticker if you want attendees to take their drink throughout the festival area.

5. Traffic

A. **STREET CLOSURES** - The event organizer is responsible for maintaining a minimum 12-foot wide fire and emergency lane through all areas. The Fire and Police Divisions and the Bureau of Streets will have final approval on all street closings. This includes parades, runs, and walks. City staff must approve rerouting traffic, the blocking of streets and shuttle plans. Alleys must remain unblocked at all times throughout the event.

B. **NOTIFICATION TO AFFECTED RESIDENTS AND BUSINESSES** - All affected businesses and residents must receive a notification letter at least 30 days prior to the event. Failure to properly distribute the notification letter could result in cancellation of your permit. Letter must receive approval from the City of Lebanon prior to being mailed.

C. **ON-STREET PARKING REMOVAL** - If you wish to eliminate on-street parking during your event, you must indicate the request on the special event permit application.

D. **PARKING** - A vehicle may not be parked or driven on any sidewalk or City-owned grassy area without prior approval. You will need to develop parking and shuttle plans. Please note all areas where public parking is available, shuttle service is provided, parking is restricted, traffic is detoured and appropriate signage is located. The Division of Police may require shuttles for larger events.

6. Security and Safety Procedures

A. **EVENT SECURITY** - Security must be present during all event hours. The Lebanon Police Department will determine if security after event hours is necessary. The Lebanon Police Department will have final determination on the number of officers and vehicles needed for your event based on road closures, crowd sizes, parking plans, traffic flow, dignitaries/celebrities and alcohol consumption.

1. Minimum public safety staffing will be determined by the City Manager. Only sworn officers are allowed to secure the event.
2. City of Lebanon Officers – a minimum of two (2) officers per event must be used. This number may be adjusted dependent upon the event. An additional one (1) City of Lebanon officer is required if alcohol is to be served.
3. Additional Officers - In the event that additional officers are required, as determined by the City Manager, The Lebanon Police Department will make every effort to provide the additional personnel. Should The Lebanon Police Department not be able to provide all needed sworn officers, the City will work with area Police divisions to provide the additional staffing. The costs associated with the additional Police services will be extended to the event sponsor.

B. **SECURITY PLAN** - It will be necessary for you to develop a security and safety plan for your event. Your plan needs to include procedures for crowd control, collection and depositing of cash, lost child procedures, entry points for emergency vehicles, communication throughout the event area, emergency evacuation and severe weather procedures. Additionally, you may need to include VIP areas, entertainment, stage security, media areas and private security services.

C. **EXIT LIGHTING** - If the event is to occur at night, the safety of patrons coming to and leaving from the event is important. Please make arrangements for exit lighting.

D. **COMMAND POST** - It will be necessary to have a command post that serves as a central location for information, lost children, etc. At least one person of authority must be on site and at the event at all times. The person(s) must have the authority to cancel or greatly modify the event plans, and must be in contact by radio from your command post at all times.

E. **FIRST AID** - It will be necessary to provide first aid services for event patrons. The first aid area should be in a central location staffed by personnel.

7. Entertainment

A. **ENTERTAINMENT SCHEDULE** – If entertainment will be provided at the event, please attach a listing of all entertainment, indicating name of the act, type of entertainment provided, day and time of the act. If you are having a headlining act, you will be required to submit proof of a contractual agreement 30 days prior to your event.

B. **PARADES, PROCESSIONS, BIKE AND FOOT RACES** – City street closures for the use of parades, processions, bike and foot races, etc., must be indicated on the special event permit and accompanied by a detailed suggested route map. The Special Events Committee will work with you to determine the best route possible. The City Manager will have final approval of the route.

The City of Lebanon will establish the number of officers/staff members and barricades necessary to properly secure a parade. The parade route and the numbers of units will determine the number of officers required. The Lebanon Police Department has the authority to mandate all routes and positions to provide for the safety of Lebanon residents and event participants.

Please note, for safety reasons, tossing any items (candy, gum, etc.) to onlookers on the parade route is strictly prohibited.

C. **FIREWORKS** – Fireworks must be coordinated through the Division of Fire, and receive a permit to be displayed. The Fire and Police Divisions must both approve fireworks sites.

D. **AMUSEMENTS & ATTRACTIONS** – The Division of Fire must inspect all amusements and attractions, such as rides and haunted houses. Rides also need to be inspected by the Ohio Department of Agriculture. Event sub-contractors must have insurance listing the City of Lebanon as an additional insured.

E. **NOISE CONTROL** – Individuals or organizations must not create noise that can be clearly heard from a distance of 50 feet and is disruptive to any person of normal sensitivity. Construction operations may only take place between 7 a.m. and 9 p.m. Requests may be made to the Office of the City Manager to extend these hours on a project-by-project basis. The loading and unloading of commercial waste containers may only take place between 7

a.m. and 9 p.m. Inappropriate creation of noise or violation of construction and commercial waste removal hours are subject to penalty.

Noise violation exceptions include:

(a) Construction operations conducted by the City of Lebanon
(b) Operation of safety/emergency equipment, warning sirens & emergency vehicles
(c) Sound emanating from scheduled special events conducted or permitted by the City of Lebanon and Lebanon City Schools
(d) Emergency work authorized by the City of Lebanon

F. **ANIMALS** – The use of animals for parades and other special events is permitted. However, to keep our community as clean as possible, the sponsoring organization is responsible for the immediate clean up of all animal waste.

8. Sanitation

A. **RESTROOMS** - The event organizer is responsible for providing and servicing portable restrooms during events when permanent facilities are not available or are limited. Please include provisions for people with disabilities. Restroom and portable toilet facilities must be properly maintained and restocked throughout the event. Arrangements must be made to have this done on a regular basis. As a general rule: 2 units per 500 people, in addition to, some handicap units to be scattered throughout festival.

B. **TRASH** – Trash must be picked up regularly throughout the festival and a final cleaning at the conclusion of the event. Proof of the group responsible for picking up trash must be provided, as well as the times trash will be picked up. A dumpster must be provided near the event area for trash disposal. The Bureau of Streets must approve the size and location of the dumpster. The City of Lebanon will have final approval as to the number of trash pick-ups, and the size and location of the dumpster. As a rule, a minimum of two (2) trash pick-ups during event hours per every 10,000 people anticipated.

C. **FINAL CLEAN UP** – The Streets Division will begin the final clean up immediately upon the conclusion of the event. This will consist of sweeping the streets in the event area and picking up all bagged garbage. Final event clean up of the sidewalks and parking lots are the responsibility of the event organizer. Posting of any bills, flyers, posters, stickers, etc. onto any city property are the responsibility of the event organizer.

Please note, event organizers are responsible for removing tape used to mark vendor spaces from roadways/curbs/sidewalks immediately after the event.

D. **BILLING** – The event organizer will be billed for any lost or damaged items (e.g. trash cans) or for any excessive trash to be cleaned up at the end of the event.

9. Electric Services

A. **LOCATION** - All vendors requiring electricity must be located in the same vicinity.

B. **HEATERS** - Electric heaters are not permitted in the event area.

C. **ELECTRICITY LAYOUTS** - Event organizer must supply the Electric Department final payment and a final copy of the Electric Department services request on the approved Electric Department form. Final payment and final selected electric zones must be received no less than four weeks prior to the festival.

D. **ELECTRICAL CORDS** – Outdoor extension cords must be NEC Approved grounded extension cords. Hardware store varieties are not permitted to be used outdoors. Vendors must supply at least a 100′ electric cord to reach their electric source.

E. **VENDOR ELECTRIC** - The event sponsor will assign vendor spaces and make arrangements with the Electric Department regarding the amount of electricity requested. The event sponsor is responsible for submitting payment for all vendor electric fees, payable to The City of Lebanon, prior to service installation.

10. Building & Zoning Issues

A. **INSPECTIONS** - The Lebanon Fire Department and the Lebanon Department of Planning and Development will conduct an on-site inspection of all tents, bleachers, platforms and other structures.

11. Signage

Special events that are open to the public, held on public property, and have been approved by the Board of Festivals and Tourism, are eligible to apply for a Right-of-Way Permit to post event-related signage within the permitted areas shown on the special event signage map (Page 12). To apply, the event sponsor must fill out a Right-of-Way application online (https://lebanonoh.viewpointcloud.com/). Items needed for the Right-of-Way permit include: Permit Fee, Copy of Applicant's Liability Insurance, desired Locations as permitted on map and a Description of Signs with attached drawing or photo. For downtown merchant orientated events, the City may approve pedestrian scale event signage to be installed in Gazebo Park (location 7 on map at Page 12). Signs must be provided at the event sponsor's expense and will be installed by City personnel. The approved Right-of-Way Permit will state the period of time that the signage may be displayed.

The City reserves the right to further limit the number of special event signs based on other event signage requests or other extenuating circumstances. Use of the downtown light pole banner arms is restricted to City use only.

A. **ON-SITE SIGNAGE** - On-site community event signage is to be used only for the duration of the event. A maximum of two (2) temporary signs are permitted on-site without a permit. A sign in excess of 6 square feet shall require a permit and is limited to one (1) sign per event not to exceed 32 square feet in overall sign area and 6 feet in overall height. All temporary signs shall maintain a minimum setback of 10 feet from all property lines.

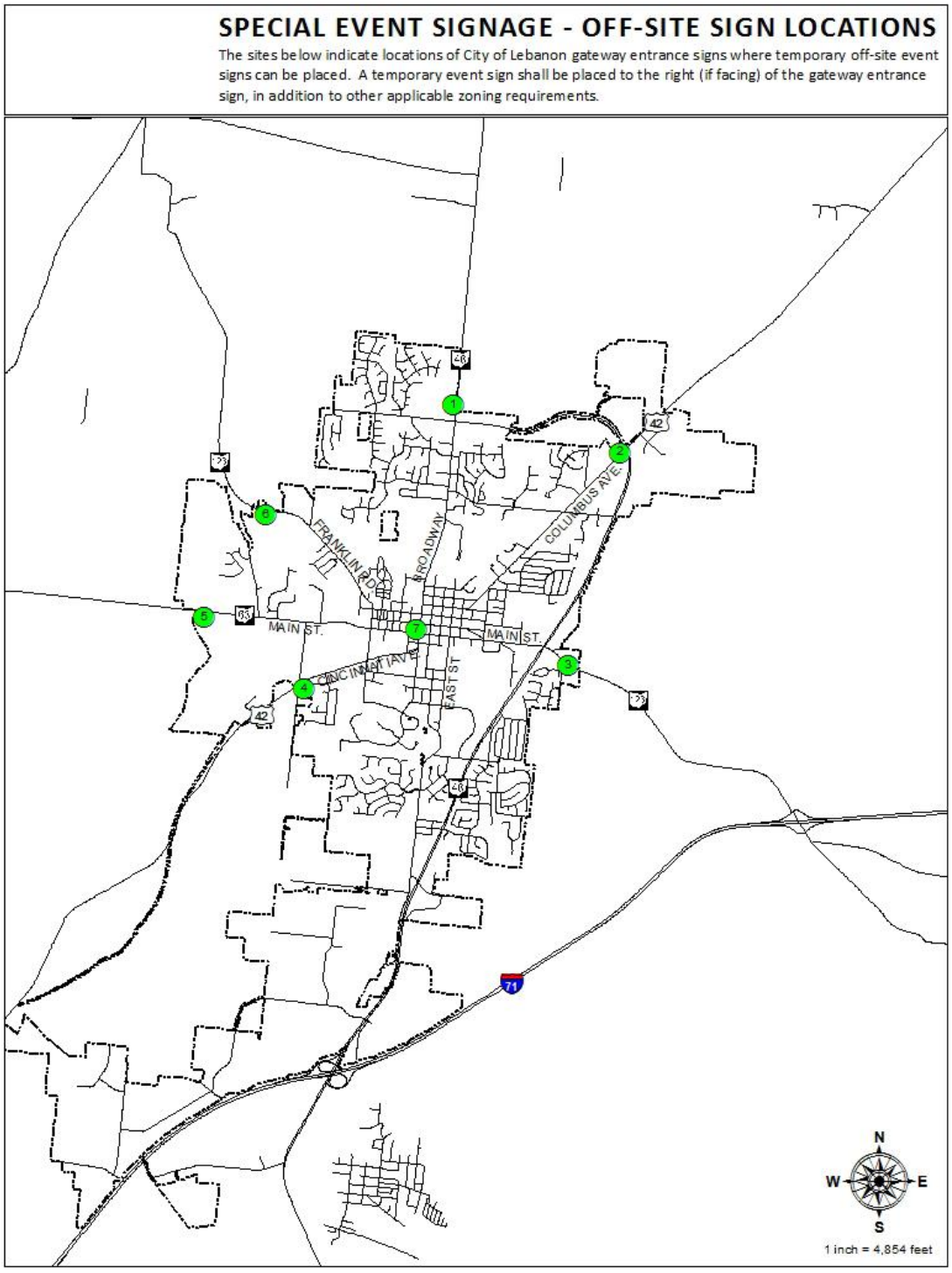
B. **OFF-SITE SIGNAGE** - Off-site signage requires an approved right-of-way permit and shall not exceed 32 square feet in overall sign area and 6 feet in overall height. Off-site signage is restricted to the six (6) authorized locations. A maximum of six (6) off-site signs are permitted to be installed for the approved event; and no more than one (1) sign may be installed at each of the six (6) authorized locations.

   In situations where the timing of approved special events overlap, the City reserves the right, at its sole discretion, to reduce the number of off-site signs allocated to each event in order to accommodate the signage needs of multiple events to the extent practical. Regardless of any limitation or reallocation of signage, the total number of sign positions will not exceed the maximum of six (6) as outlined above.

   Only City Staff is permitted to install approved off-site signage at the authorized locations. As per the City's Zoning Code, signage may not be installed by the event sponsor within the public right-of-way, on lampposts, utility poles, or traffic signage, any location where the view of vehicle traffic would be obstructed, or on private property.

C. **MAINTENANCE OF SIGNAGE** – All signs as herein permitted shall be constructed and maintained in a safe manner, comply with applicable codes and kept in good repair.
   1. Signs shall be free from rust, dust, dirt and other such debris
   2. Exposed surfaces shall be clean and painted if paint is required.

D. **SIGNS WITHOUT PERMIT** – All signage erected without obtaining the proper permits are illegal and are subject to removal.



12. Invoicing for City Services

If the event organizer requests City services or if the Special Events Committee has determined that City services are necessary to hold a safe and successful event in the City of Lebanon, the event organizer will be invoiced for those services. In addition, fees will be assessed for use of equipment.

A. **ESTIMATE** - An estimate of the cost of City services will be provided to the event organizer after the initial special event meeting. This estimate could be affected by weather, changes made by the event organizer, crowd size and other factors. Pursuant to the fees set forth in Administrative Order No. 4915, event organizers will be billed for all city services.

B. **FINAL BILL** - An invoice will be sent outlining the cost of the services provided by the City. It is necessary for the event organizer to remit payment within 30 days of receipt.

C. **CIVIC DONATION PROGRAM** – Special Event Sponsors that receive in-kind services through the City's Civic Donation Program will not receive a cost estimate of services or final billing statement. In-kind services may include support from Public Safety, Streets Department and Electric Service that is used specifically, and solely, by the non-profit Special Event Sponsor for activities or services that are necessary for the conduct of the special event.

Please note, if you are requesting in-kind services for your festival, please submit a Civic Donation Program application no later than December 31st of the year before your event. For the Civic Donation Program application, visit https://lebanonohio.gov/departments/city_manager_s_office/civic_donation_program.php.

SUPPLEMENTAL INFORMATION

The remaining pages of this document contain a variety of information related to hosting an event. A brief description of each item is listed below.

- **Checklist for Preparedness**

- **Excerpt from Ohio Fire Code**
  This item provides information regarding the prohibition of the use of propane heaters at events.

- **Administrative Order No. 4915**
  This item provides information on the City policies regarding events and fees.

- **Post-Event Site Evaluation**
  A checklist provided for the event organizer to use at the conclusion of the event. It is important to make sure the event area is as clean and orderly after the event as it was prior to the event.

CHECKLIST FOR EVENT PREPAREDNESS

Did you…

1.	Rent enough portable restrooms?	City facilities are not sufficient for events.
2.	Rent tent(s)?	Use water barrels, not stakes!
3.	Make enough helpful signs?	People need to know the basics.
4.	Provide sound equipment?	Sound does not carry well outside.
5.	Obtain stage lighting?	Evening events will need lighting.
6.	Secure a stage?	Stages help people see performers in crowds.
7.	Obtain or request a stage canopy?	Be prepared for the weather.
8.	Secure sufficient parking?	Parks & lots have limited parking – use shuttles.
9.	Get enough trash bags/liners?	Change liners often during events.
10.	Consider additional lighting in tents?	Tents get dark – plan for evening events.
11.	Contract for traffic barricades and barrels?	Street closures require proper devices.
12.	Obtain fencing to protect sensitive areas?	Flowerbeds and such must be protected.
13.	Get grease barrels for vending areas?	Vendors must legally dispose of grease.
14.	Provide ash containers for vendors?	Vendors must legally dispose of ash.
15.	Provide gray water containers for vendors?	Vendors must legally dispose of gray water.
16.	Provide for a first aid station?	Event participants need available medical.
17.	Obtain staff for event clean up?	Events require constant attention.
18.	Secure enough maintenance supplies?	Trash bags, gloves, tools, etc.
19.	Rent tables and chairs?	Use for information booths, vendors and public.
20.	Secure fire extinguishers?	Fire Division requires these in all tents, etc.
21.	Get enough radios for volunteers?	Use command post to coordinate radios & phones.
22.	Plan for access for the disabled?	Restrooms, parking, seating, ramps, etc.
23.	Recruit enough volunteers?	Get twice as many as you think you need!
24.	Develop an emergency plan?	Tornado, blizzard, thunderstorm, fire, etc.
25.	Develop a detailed site map?	A must in parks, a strategic foundation.
26.	Develop an event budget?	Set aside extra cash for emergencies.

Planning a special event takes a tremendous amount of time, energy, money and organizational skill. As an event promoter you are responsible for all aspects of the event. The above list was designed to be used as a guide, but is by no means all-inclusive as every event is different. Several things you can do to create a successful event include developing a dedicated, experienced committee, consulting often with all involved City departments, keeping all details straight and organized, and following up on all plans and arrangements.

explosive material is utilized or stored. Lighting appliances shall be well-secured in a glass globe and wire mesh cage or a similar approved device.

(b) 308.1.2 Throwing or placing sources of ignition. A person shall not throw or place, or cause to be thrown or placed, a lighted match, cigar, cigarette, matches, or other flaming or glowing substance or object on any surface or article where it can cause an unwanted fire.

(c) 308.1.3 Torches for removing paint. A person utilizing a torch or other flame-producing device for removing paint from a structure shall provide not less than one portable fire extinguisher complying with *paragraph* (F)(906) *of rule 1301:7-7-09 of the Administrative Code* and with a minimum 4-A rating, two portable fire extinguishers, each with a minimum 2-A rating, or a water hose connected to the water supply on the premises where such burning is done. The person doing the burning shall remain on the premises 1 hour after the torch or flame-producing device is utilized.

(d) 308.1.4 Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.

Exceptions:

1. One- and two-family dwellings.
2. Where buildings, balconies and decks are protected by an automatic sprinkler system.
3. *Where approved by the fire code official, charcoal burners are allowed to be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction where all of the following conditions are met:*
   - *3.1 The charcoal burners are attended by an adult at all times when in operation.*
   - *3.2 Portable fire extinguishers in the type, quantity and size as approved by the fire code official are present on the combustible balconies or at the cooking site located within 10 feet (3048 mm) of combustible construction. Such portable fire extinguishers shall be in an operable condition at all times and maintained in accordance with NFPA 10 as listed in rule 1301:7-7-80 of the Administrative Code.*
   - *3.3 All non-structural combustible material must be removed from the combustible balconies or at the cooking site located within 10 feet (3048 mm) of combustible construction.*
4. LP-gas cooking devices having an LP-gas container with a water capacity not greater than $2^1/_2$ pounds [nominal 1 pound (0.454 kg) LP-gas capacity].

(i) 308.1.4.1 Natural gas fired open-flame cooking devices. *Where approved in writing by the fire code official, the installation and use of natural gas fired open flame cooking devices and/or appliances shall be permissible on combustible balconies of multi- (greater than two) family dwelling unit structures or within 10 feet (3048 mm) of combustible construction at multi-family dwelling unit structures, with the following conditions:*

(a) The fire code official, in that official's discretion, may require that any person responsible for the use of a natural gas fire open flame cooking device or other appliance at a multi-family dwelling unit structure, to maintain comprehensive general liability insurance in an amount sufficient to cover any damages to persons or property that could be attributed to any fire caused by the use of an open flame cooking device.

(b) The fuel supply for the natural gas fueled open flame cooking device or appliance be from the natural gas fuel supply piping system connected to the building where the cooking is to occur. There shall be no storage tanks or cylinders located in or near the dwelling unit structure where the cooking is to occur.

(c) The gas pressure supplied to the natural gas fueled cooking appliance shall be no more than the pressure recommended by the cooking device/appliance manufacturer. In no case shall the maximum pressure supplied to the device or appliance exceed 2 pounds per square inch (psi).

(d) Portable fire extinguishers in the type, quantity and size as approved by the fire code official are present on the combustible balconies or at the cooking site located within 10 feet (3048 mm) of combustible construction. Such portable fire extinguishers shall be in an operable condition at all times and maintained in accordance with NFPA 10 as listed in rule 1301:7-7-80 of the Administrative Code.

(e) While the natural gas fired open flame cooking device or appliance is in use, all combustibles that are not part of the dwelling unit structure shall be kept 5 feet (1524 mm) away from the cooking device.

(f) Any and all building code requirements for the installation and use of natural gas fired grills, open flame cooking devices or appliances shall be complied with, including compliance with any permit and inspection requirements.

(e) 308.1.5 Location near combustibles. Open flames such as from candles, lanterns, kerosene heaters and gas-fired heaters shall not be located on or near decorative material or similar combustible materials.

(f) 308.1.6 Open-flame devices. Torches and other devices, machines or processes liable to start or cause fire shall not be operated or used in or upon wildfire risk areas, except by a permit in accordance with *rule 1301:7-7-01 of*

Code and listed and labeled for the intended application. Other types of automatic fire-extinguishing systems shall be listed and labeled for specific use as protection for commercial cooking operations. The system shall be installed in accordance with this code, its listing and the manufacturer's installation instructions. Automatic fire-extinguishing systems of the following types shall be installed in accordance with the referenced standard indicated, as follows:

1. Carbon dioxide extinguishing systems, NFPA 12 *as listed in rule 1301:7-7-80 of the Administrative Code.*
2. Automatic sprinkler systems, NFPA 13 *as listed in rule 1301:7-7-80 of the Administrative Code.*
3. Foam-water sprinkler system or foam-water spray systems, NFPA 16 *as listed in rule 1301:7-7-80 of the Administrative Code.*
4. Dry-chemical extinguishing systems, NFPA 17 *as listed in rule 1301:7-7-80 of the Administrative Code.*
5. Wet-chemical extinguishing systems, NFPA 17A *as listed in rule 1301:7-7-80 of the Administrative Code.*

Exception: Factory-built commercial cooking recirculating systems that are tested in accordance with UL 710B *as listed in rule 1301:7-7-80 of the Administrative Code* and listed, labeled and installed in accordance with Section 304.1 of the *mechanical code as listed in rule 1301:7-7-80 of the Administrative Code.*

(a) 904.12.1 Manual system operation. A manual actuation device shall be located at or near a means of egress from the cooking area not less than 10 feet (3048 mm) and not more than 20 feet (6096 mm) from the kitchen exhaust system. The manual actuation device shall be installed not more than 48 inches (1200 mm) nor less than 42 inches (1067 mm) above the floor and shall clearly identify the hazard protected. The manual actuation shall require a maximum force of 40 pounds (178 N) and a maximum movement of 14 inches (356 mm) to actuate the fire suppression system.

Exception: Automatic sprinkler systems shall not be required to be equipped with manual actuation means.

(b) 904.12.2 System interconnection. The actuation of the fire extinguishing system shall automatically shut down the fuel or electrical power supply to the cooking equipment. The fuel and electrical supply reset shall be manual.

(c) 904.12.3 Carbon dioxide systems. When carbon dioxide systems are used, there shall be a nozzle at the top of the ventilating duct. Additional nozzles that are symmetrically arranged to give uniform distribution shall be installed within vertical ducts exceeding 20 feet (6096 mm) and horizontal ducts exceeding 50 feet (15 240 mm). Dampers shall be installed at either the top or the bottom of the duct and shall be arranged to operate automatically upon activation of the fire-extinguishing system. When the damper is installed at the top of the duct, the top nozzle shall be immediately below the damper. Automatic carbon dioxide fire-extinguishing systems shall be sufficiently sized to protect all hazards venting through a common duct simultaneously.

(i) 904.12.3.1 Ventilation system. Commercial-type cooking equipment protected by an automatic carbon dioxide extinguishing system shall be arranged to shut off the ventilation system upon activation.

(d) 904.12.4 Special provisions for automatic sprinkler systems. Automatic sprinkler systems protecting commercial-type cooking equipment shall be supplied from a separate, readily accessible, indicating-type control valve that is identified.

(i) 904.12.4.1 Listed sprinklers. Sprinklers used for the protection of fryers shall be tested in accordance with UL 199E *as listed in rule 1301:7-7-80 of the Administrative Code,* listed for that application and installed in accordance with their listing.

(e) 904.12.5 Portable fire extinguishers for commercial cooking equipment. Portable fire extinguishers shall be provided within a 30-foot (9144 mm) distance of travel from commercial-type cooking equipment. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher in accordance with *paragraphs* (D)(12)(e)(i)(904.12.5.1) or (D)(12)(e)(ii)(904.12.5.2) *of this rule*, as applicable.

(i) 904.12.5.1 Portable fire extinguishers for solid fuel cooking appliances. Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14m^3) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with *paragraph* (D)(12)(e)(904.12.5) *of this rule.*

(ii) 904.12.5.2 Class K portable fire extinguishers for deep fat fryers. When hazard areas include deep fat fryers, listed Class K portable fire extinguishers shall be provided as follows:

(a) For up to four fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each: One Class K portable fire extinguisher of a minimum 1.5 gallon (6 L) capacity.

(b) For every additional group of four fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each: One additional Class K portable fire extinguisher of a minimum 1.5 gallon (6 L) capacity shall be provided.

(c) For individual fryers exceeding 6 square feet (0.55 m^2) in surface area: Class K portable fire extinguishers shall be installed in accordance with the extinguisher manufacturer's recommendations.

(f) 904.12.6 Operations and maintenance. Automatic fire-extinguishing systems protecting commercial cooking systems shall be maintained in accordance with *paragraphs* (D)(12)(f)(i)(904.12.6.1) *to* (D)(12)(f)(iii)(904.12.6.3) *of this rule.*

(i) 904.12.6.1 Existing automatic fire extinguishing systems. Where changes in the cooking media, positioning of cooking equipment or replacement of cooking equipment occur in existing commercial cooking systems, the auto-

Method 2, as appropriate, of NFPA 701 *as listed in rule 1301:7-7-80 of the Administrative Code* or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701 *as listed in rule 1301:7-7-80 of the Administrative Code*, and that such flame propagation performance criteria are effective for the period specified by the permit.

(3) 3104.3 Label. Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type.

(4) 3104.4 Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to all of the following information relative to the flame propagation performance criteria of the fabric:

(a) Names and address of the owners of the tent or air-supported structure.

(b) Date the fabric was last treated with flame-retardant solution.

(c) Trade name or kind of chemical used in treatment.

(d) Name of person or firm treating the material.

(e) Name of testing agency and test standard by which the fabric was tested.

(5) 3104.5 Combustible materials. Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time.

(6) 3104.6 Smoking. Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with *paragraph* (J)(310) *of rule 1301:7-7-03 of the Administrative Code.*

(7) 3104.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent or membrane structures while open to the public unless approved by the fire code official.

(8) 3104.8 Fireworks. Fireworks shall not be used within 100 feet (30 480 mm) of tents or membrane structures.

(9) 3104.9 Spot lighting. Spot or effect lighting shall only be by electricity, and all combustible construction located within 6 feet (1829 mm) of such equipment shall be protected with approved noncombustible insulation not less than $9^1/_4$ inches (235 mm) thick.

(10) 3104.10 Safety film. Motion pictures shall not be displayed in tents or membrane structures unless the motion picture film is safety film.

(11) 3104.11 Clearance. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside membrane structures.

(12) 3104.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by *paragraph* (F)(906) *of rule 1301:7-7-09 of the Administrative Code.*

(13) 3104.13 Fire protection equipment. Fire hose lines, water supplies and other auxiliary fire equipment shall be maintained at the site in such numbers and sizes as required by the fire code official.

(14) 3104.14 Occupant load factors. The occupant load allowed in an assembly structure, or portion thereof, shall be determined in accordance with *rule 1301:7-7-10 of the Administrative Code.*

(15) 3104.15 Heating and cooking equipment. Heating and cooking equipment shall be in accordance with *paragraphs* (D)(15)(a)(3104.15.1) *to* (D)(15)(g)(3104.15.7) *of this rule.*

(a) 3104.15.1 Installation. Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *mechanical code* and the International Fuel Gas Code *as listed in rule 1301:7-7-80 of the Administrative Code,* and shall be approved by the fire code official *and the building code official in accordance with the applicable requirements of the building code as listed in rule 1301:7-7-80 of the Administrative Code.*

(b) 3104.15.2 Venting. Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the International Fuel Gas Code and the *mechanical code as listed in rule 1301:7-7-80 of the Administrative Code*. Such vents shall be equipped with approved spark arresters where required. Where vents or flues are used, all portions of the tent or membrane structure shall be not less than 12 inches (305 mm) from the flue or vent.

(c) 3104.15.3 Location. Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

(d) 3104.15.4 Operations. Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.

(e) 3104.15.5 Cooking tents. Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by not less than 20 feet (6096 mm).

(f) 3104.15.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent or membrane structure.

(g) 3104.15.7 Electrical heating and cooking equipment. Electrical cooking and heating equipment shall comply with NFPA 70 *as listed in rule 1301:7-7-80 of the Administrative Code.*

(16) 3104.16 LP-gas. The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with *para-*

graphs (D)(16)(a)(3104.16.1) *to* (D)(16)(c)(3104.16.3) *of this rule.*

(a) 3104.16.1 General. LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with *rule 1301:7-7-61 of the Administrative Code* and with the International Fuel Gas Code *as listed in rule 1301:7-7-80 of the Administrative Code.*

(b) 3104.16.2 Location of containers. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure.

(i) 3104.16.2.1 Containers 500 gallons or less. Portable LP-gas containers with a capacity of 500 gallons (1893 L) or less shall have a minimum separation between the container and structure not less than 10 feet (3048 mm).

(ii) 3104.16.2.2 Containers more than 500 gallons. Portable LP-gas containers with a capacity of more than 500 gallons (1893 L) shall have a minimum separation between the container and structures not less than 25 feet (7620 mm).

(iii) 3104.16.2.3 Protection and security. Portable LP-gas containers, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

(17) 3104.17 Flammable and combustible liquids. The storage of flammable and combustible liquids and the use of flammable-liquid-fueled equipment shall be in accordance with *paragraphs* (D)(17)(a)(3104.17.1) *to* (D)(17)(c) (3104.17.3) *of this rule.*

(a) 3104.17.1 Use. Flammable-liquid-fueled equipment shall not be used in tents or membrane structures.

(b) 3104.17.2 Flammable and combustible liquid storage. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15 240 mm) from tents or membrane structures. Storage shall be in accordance with *rule 1301:7-7-57 of the Administrative Code.*

(c) 3104.17.3 Refueling. Refueling shall be performed in an approved location not less than 20 feet (6096 mm) from tents or membrane structures.

(18) 3104.18 Display of motor vehicles. Liquid- and gas-fueled vehicles and equipment used for display within tents or membrane structures shall be in accordance with *paragraphs* (D)(18)(a)(3104.18.1) *to* (D)(18)(e)(iii)(3104.18.5.3) *of this rule.*

(a) 3104.18.1 Batteries. Batteries shall be disconnected in an appropriate manner.

(b) 3104.18.2 Fuel. Vehicles or equipment shall not be fueled or defueled within the tent or membrane structure.

(i) 3104.18.2.1 Quantity limit. Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or 5 gallons (19 L), whichever is less.

(ii) 3104.18.2.2 Inspection. Fuel systems shall be inspected for leaks.

(iii) 3104.18.2.3 Closure. Fuel tank openings shall be locked and sealed to prevent the escape of vapors.

(c) 3104.18.3 Location. The location of vehicles or equipment shall not obstruct means of egress.

(d) 3104.18.4 Places of assembly. When a compressed natural gas (CNG) or liquefied petroleum gas (LP-gas) powered vehicle is parked inside a place of assembly, all the following conditions shall be met:

(i) The quarter-turn shutoff valve or other shutoff valve on the outlet of the CNG or LP-gas container shall be closed and the engine shall be operated until it stops. Valves shall remain closed while the vehicle is indoors.

(ii) The hot lead of the battery shall be disconnected.

(iii) Dual-fuel vehicles equipped to operate on gasoline and CNG or LP-gas shall comply with this *paragraph* and *paragraphs* (D)(18)(a)(3104.18.1) *to* (D)(18)(e)(iii)(3104.18.5.3) *of this rule* for gasoline-powered vehicles.

(e) 3104.18.5 Competitions and demonstrations. Liquid- and gas-fueled vehicles and equipment used for competition or demonstration within a tent or membrane structure shall comply with *paragraphs* (D)(18)(e)(i)(3104.18.5.1) *to* (D)(18)(e)(iii)(3104.18.5.3) *of this rule.*

(i) 3104.18.5.1 Fuel storage. Fuel for vehicles or equipment shall be stored in approved containers in an approved location outside of the structure in accordance with *paragraph* (D)(17)(b)(3104.17.2) *of this rule.*

(ii) 3104.18.5.2 Fueling. Refueling shall be performed outside of the structure in accordance with *paragraph* (D)(17)(c)(3104.17.3) *of this rule.*

(iii) 3104.18.5.3 Spills. Fuel spills shall be cleaned up immediately.

(19) 3104.19 Separation of generators. Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.

(20) 3104.20 Standby personnel. Where, in the opinion of the fire code official, it is essential for public safety in a tent or membrane structure used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall employ one or more qualified persons, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

(a) 3104.20.1 Duties. Before each performance or the start of such activity, standby personnel shall keep diligent

Administrative Order No. 5976
April 29, 2024

Effective this date, the following "Special Events, Community Celebrations, and Food Vendor Operations Administrative Policy" shall apply.

A Minor Special Event is defined as an activity conducted in a public park, or parades, and running/walking events that are conducted within the right-of-way but do not require the closure of a public street.

A Major Special Event is defined as any festival, concert, parade, running/walking events, public performance, or announced public gathering held on a public street, right-of-way, or property of the City, or events that require the closure of a public street.

The following types of activities are exempt from the Special Event permitting process:

1) Funeral processions supervised by a licensed mortuary
2) Picketing as permitted by City ordinance
3) Events officially sponsored by and managed by the City of Lebanon

The City Manager may authorize short-term street closures for minor events such as weddings, school functions, and neighborhood "block parties" in the absence of an event permit when it is determined that due to the time, location, and duration of the event that minimal impact to public safety and welfare will occur.

The City Manager may issue Food Vendor Permits for non special event activities on publicly owned property, such as athletic events, and establish appropriate facility use and utility service fees. A Food Vendor Permit will authorize access to City property and does not relieve the vendor from compliance with applicable food service regulations and licensing requirements. No Food Vendor Permits will be issued that conflict with any facility use agreements or Special Events as defined above.

The City Manager's Office will have primary responsibility for the administration of the special event permitting process. The City Manager is the approval authority for all special event permits.

Sponsors of special events must complete either a Major or Minor Special Event Application. Minor Special Event Applications will be processed and approved by City Staff on a first come- first served basis. Major Special Event Applications must be completed at least 60 days prior to the event and will be presented to the Board of Festivals and Tourism for review and recommendation.

Criteria of Issuance of a Special Event Permit. The City Manager, based on the recommendations of the Board of Festivals of Tourism (for Major Special Events), may issue a permit for a proposed event unless it is determined that:

- The Special Event Permit Application is not complete in all material respects.

- The conduct of the special event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route or will cause significant disturbance to surrounding residents and businesses, or emergency services;
- The conduct of the special event will require the diversion of so great a number of City personnel to properly staff the special event that adequate service cannot be provided to the remainder of the City;
- The conduct of the special event is likely to result in violence to persons or property, causing serious harm to the public;
- The special event is to be held for the primary purpose of advertising a product, goods, or services, and is designed to be held primarily for profit;
- The date or location of the special event is in conflict with an existing event.
- The applicant has previously violated the terms of any previously issued Major and/or Minor Special Event Permit or has had such a permit revoked.

Revocation of a Minor/Major Special Event Permit (prior to event): A Special Event Permit may be revoked at the discretion of the City Manager, or designee, upon a finding that the health or safety of the public is threatened by any emergency, disorder, or other unforeseen condition which has arisen, or if it is determined that information provided in the permit application has been misrepresented or falsified.

Revocation of a Minor/Major Special Event Permit (during event): A Special Event Permit may be revoked at the discretion of the City Manager, or designee, during the event if it is determined that the safety of the public or City-owned facilities has been placed at risk due to adverse weather conditions, actions by the permit holder or event participants, or any other contingency adversely affecting the health, safety or welfare of the public. The following City staff members have the authority to revoke a special event permit; City Manager, Deputy City Manager, Chief of Police, Fire Chief or Incident Commander acting on behalf of the City Manager. If the Special Event Permit is revoked, the permit holder must take immediate steps to terminate all event activities in an orderly manner.

Pornography and/or Obscene Material:

The distribution, sale and /or use of pornography and/or obscene material at Minor/Major Special Events is prohibited and may be grounds for revocation of a Minor or Major Special Event Permit. "Pornography," is defined as material that depicts nudity or sexual acts for the purpose of sexual stimulation. Additionally, obscene gestures will not be tolerated and may be grounds for revocation of an event permit. While this type of material may be protected by the First Amendment to the United States Constitution or Article 1 Sections 3 and 11 of the Ohio Constitution, the prohibition of the distribution, sale, and/or use of obscene material at permitted special events is a permissible reasonable time, place and manner restriction which is content and viewpoint neutral, narrowly tailored to satisfy a significant governmental interest and leaves open ample alternative channels for the communication of the speech to its intended audience. The likely presence of children at or near permitted events makes the distribution, sale and/or use of such material at permitted events inappropriate and grounds for immediate revocation of a major or Minor Special Event Permit.

"Obscenity," is defined as material that fails the three- part test announced by the U.S. Supreme Court in Miller v. California as follows:

(a) whether the "average person applying contemporary community standards" would find that the work, taken as a whole, appeals to the prurient interest;

(b) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and

(c) whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

"Sexual conduct," according to Section 2907.01 of the Ohio Revised Code means: vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

The sale, distribution and/or use of obscene material is grounds for immediate revocation of a Major and/or Minor Special Event Permit.

City Service Fees:

Event organizers are responsible for all costs associated with City staff and equipment necessary to safely conduct the event as determined by the City. The following rates shall apply for services provided to support a special event:

LABOR CHARGES	
Position	Hourly Rate
Public Works	$55.00
Division of Electric	$80.00
Fire Inspector	$50.00
EMS	$50.00
Firefighter	$50.00
Police Officer	$65.00
Police Officer (contractual holidays)	$75.00

EQUIPMENT CHARGES	
Equipment	Hourly Rate
Dump Truck (1 ton)	$35.00
Dump Truck (10 tons)	$70.00
Street Sweeper	$100.00
Electric Bucket Truck	$75.00
Electric Digger Truck	$100.00
Pickup Truck	$25.00
Backhoe	$50.00
Ambulance or EMS Gator (min. 2 staff)	$50.00
Fire Engine (min. 2 staff)	$75.00

Police Cruiser (pending detail type)	$7.00 flat fee

ADDITIONAL CHARGES	
Traffic control setup/removal (barricades, bollards, signage, etc.)	$500.00
Event setup/removal (trash removal, no parking signs, tables, chairs, etc.)	$500.00

The festival banner placement section of the Major Special Event Guidebook is hereby rescinded (see attached). Previously approved banner applications for County Music Festival and Blues Festival will be honored until the banners reach the end of their useful life.

Administrative Order No. 5803, dated February 1, 2023, is hereby rescinded.

Scott Brunka
City Manager

Copies: All Department Heads

12. Downtown Festival Banners

Special events that are open to the public, held Downtown on public property, and have been approved by the Board of Festivals and Tourism, are eligible to apply for banner placement in the festival area on Mulberry Street. The event sponsor must meet the following criteria to apply for Downtown event banner placement:

A. The event sponsor must submit a Downtown Festival Banner Application to the City. The application must be accompanied by a proof of the graphic design of the proposed banners. Applications will be approved by the City Council. Approved applications will remain in effect for each year the festival is granted a Special Event Permit by the City.

B. The event sponsor must purchase the approved banners at their own expense.

C. There are 30 banner poles in the festival area. It is recommended that event sponsors have extra banners in stock in the event of banner loss or damage.

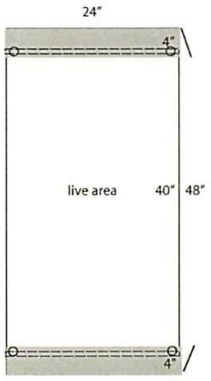
D. The event sponsor is responsible for storage of their banners when not in use.

E. The event sponsor should deliver the banners to the Public Works Department no earlier than 10 days and no later than 5 days prior to the banner installation date. The event sponsor should reclaim their banners from the Public Works Department within 7 days after the banners are removed from the festival area.

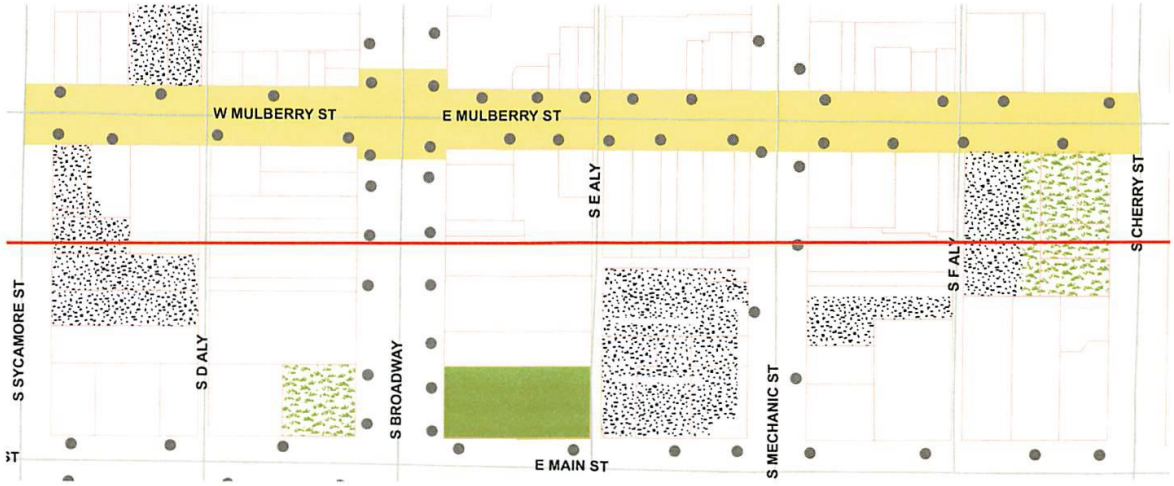
F. The City of Lebanon is not responsible for lost, stolen or damaged banners.

G. Banners must be in serviceable condition, void of any tears, fraying or excess fading.

H. The City reserves the right to determine the duration of the banner display in the event that approved downtown events overlap or conflict, but in no case will the banners be displayed in excess of 21 days prior to the special event. Event sponsors are not authorized to install or remove the banners.



Standard double stiched with grommets



DOWNTOWN FESTIVAL BANNER APPLICATION

This application must be accompanied with a proof of the graphic design of the proposed banners to be displayed in the festival area.

EVENT INFORMATION

Event Name: _____

Event Sponsor (individual and/or organization): _____

Event Date(s): *for recurring events, list all dates* _____

Contact Person: _____

Address: _____ City: _____ St: _____ Zip: _____

Phone: _____ Email: _____

ACKNOWLEDEMENT:

I have read guidelines regarding the placement of downtown festival banners and agree to comply with all of the regulations stated therein.

Signature: _____ DATE: _____
Applicant/Event Sponsor

Downtown Festival Banner Application is: ☐ Approved ☐ Not Approved

_____ DATE: _____
Authorized Signature

POST-EVENT SITE EVALUATION

Permit holders not returning the park/area in the same condition as it was secured before their event shall be billed for clean-up or repair services as recommended by the Public Works staff.

A post-event site evaluation will focus on these check-off items:

- Have all event-related items (blocks, lumber, chairs, tables, signs, etc.) been removed?
- Has all trash been picked up and removed on sidewalks and parking areas?
- Are all hard surfaces clear of stains?
- Are there any damages to trees, shrubs, flowers or turf?
- Are there any damages to light poles, lawn furniture, street furniture, etc.?
- Have all electric panels and outlets been closed and secured?

(T) Section 320 Mobile food units

(1) 320.1 Scope. This paragraph applies to all mobile food units operated within this state.

(2) 320.2 General. In addition to other applicable provisions of this code, all mobile food units being operated in this state shall comply with the provisions of this paragraph and with all applicable provisions of this code for the type of cooking performed.

(a) 320.2.1 Obstructions of fire lanes and equipment. Mobile food units shall not block fire lanes, fire hydrants, or other fire protection devices and equipment.

(b) 320.2.2 Operation of fuel source during transit. LP-gas fueled equipment shall not be operated during transit unless the equipment meets both of the following:

(i) The equipment is designed to be in operation while the vehicle is in transit, such as cargo heaters or coolers; and

(ii) There is a means installed to stop the flow of gas in the event of a line break, such as an excess flow valve.

(c) 320.2.3 Carbon monoxide detection. All mobile food units shall be equipped with at least one listed carbon monoxide detection device.

Exception: Carbon monoxide detectors shall not be required in mobile food units that are not equipped with fossil fuel powered equipment (such as generators or vehicle fuel tanks) and that do not otherwise produce carbon monoxide during operation.

(3) 320.3 Portable fire extinguishers. All mobile food units shall have a minimum of one 5-pound ABC portable fire extinguisher located within the unit and readily accessible by the operator of the unit.

Exception: Open air hand carts that do not have fossil fuel powered equipment.

(a) 320.3.1 Class K portable fire extinguishers. In addition to the portable fire extinguisher required in paragraph (T)(3)(320.3) of this rule, all mobile food units that contain cooking equipment involving vegetable or animal oils and fats shall also be protected by at least one Class K rated portable fire extinguisher in accordance with paragraphs (D)(12)(e)(904.12.5) to (D)(12)(e)(ii)(904.12.5.2) of rule 1301:7-7-09 of the Administrative Code.

(b) 320.3.2 Installation and maintenance. All portable fire extinguishers located within or at a mobile food unit shall be installed, serviced, tested, inspected and maintained in accordance with paragraph (F)(906) of rule1301:7-7-09 of the Administrative Code.

(4) 320.4 Egress. All mobile food units while operating commercial cooking equipment shall have two accessible means of egress remotely located from each other.

(a) 320.4.1. No means of egress required by this paragraph shall be smaller than 5.7 square feet.

(5) 320.5 Smoking. Smoking shall be prohibited inside of and within 10 feet of any mobile food unit that has any fuel source other than the vehicle fuel tank.

(a) 320.5.1. “No Smoking” signs shall be conspicuously posted inside each mobile food unit, outside each mobile food unit in the vicinity of any location where compressed gas is stored or kept, and in a location that is visible to the public.

(b) 320.5.2. “No Smoking” signs shall be in English, shall have a dark background, and shall have lettering in a contrasting color that is at least 4 inches tall and with a minimum brush stroke width of 1 inch.

(6) 320.6 LP-Gas. The storage, use and handling of LP-Gas in a mobile food unit shall comply with this rule and, except as otherwise provided herein, shall also comply with rules 1301:7-7-53, 1301:7-7-57, 1301:7-7-58 and 1301:7-7-61 of the Administrative Code.

(a) 320.6.1 Containers. Only ASME certified or DOTn certified mobile LP-Gas containers in compliance with the following shall be used:

(i) A maximum allowable working pressure (MAWP) of 312 psi (2.2 MPag) or higher for LP-Gas containers installed in the enclosed spaces of a vehicle.

(ii) A maximum allowable working pressure (MAWP) of 250 psi (2.2 MPag) or higher for LP-Gas containers installed on the exterior of a vehicle.

(iii) Propane tanks must be kept in a secure manner at all times.

(iv) The maximum aggregate capacity of containers used in a mobile food unit to contain LP-Gas shall not exceed 200 gallons (0.8 m3) aggregate water capacity.

(b) 320.6.2 Location and installation. Supply systems for mobile food units shall comply with the following:

(i) LP-Gas supply systems used for a mobile food unit, including the containers, shall be installed either on the outside of the vehicle or in a recess or cabinet that is vapor tight to the inside of the vehicle but accessible from and vented to the outside, with the vents located near the top and bottom of the enclosure and 1 m (3 ft) horizontally away from any opening into the vehicle.

(ii) Except as otherwise provided in paragraph (T)(6)(b)(iii)(320.6.2) of this rule, LP-Gas containers shall be mounted securely on the vehicle or within the enclosing recess or cabinet and secured with noncombustible material or devices, shall be kept in a secure manner at all times, and shall comply with the following:

(a) Cylinders shall be located to minimize exposure to excessive temperature rises, physical damage, or tampering.

(b) When secured to the rear of the vehicle, propane tanks shall be mounted with a minimum 30” clearance from the bottom of the tank to the ground.

(c) LP-Gas containers shall not be installed on the roof of the vehicle.

(d) Where LP-Gas containers are mounted within the vehicle housing, the housing shall be secure to the vehicle and any removable portions of the housing shall be secured to the housing while in transit.

(e) All LP-Gas container valves, appurtenances, and connections shall be protected to prevent damage from accidental contact with stationary objects, loose objects, stones, mud, or ice thrown, up from the ground or floor, and damage due to overturn or similar vehicular accident.

(f) LP-Gas cylinders shall have permanent protection for cylinder valves and connections.

(g) Where LP-Gas cylinders are located on the outside of a vehicle, weather protection shall be provided.

(h) All materials or devices used to secure LP-Gas containers shall be made of non-combustible material.

(iii) LP Gas containers may be removed from the mobile food unit during operation activities. When so removed, propane tanks shall be secured to a stationary object or otherwise securely stabilized to prevent movement, overturn and damage at all times while operation activities are occurring.

(c) 320.6.3 Piping and connectors. All piping installed in a mobile food unit shall comply with the following:

(i) Piping shall be installed in accordance with section 6.9.3 of NFPA 58 as listed in rule 1301:7-7-80 of the Administrative Code.

(ii) Steel tubing shall have a minimum wall thickness of 1.2 mm (0.049 in.).

(iii) A flexible connector shall be installed between the regulator outlet and the fixed piping system to protect against expansion, contraction, jarring, and vibration strains.

(iv) Flexibility shall be provided in the piping between a cylinder and the gas piping system or regulator.

(v) Flexible connectors shall be installed in accordance with section 6.9.6 of NFPA 58 as listed in rule 1301:7- 7-80 of the Administrative Code. Flexible connectors installed between apparatus and the piping system shall be installed in accordance with ANSI Z21-69-2015/CSA 6.6-2015 as listed in rule 1301:7-7-80 of the Administrative Code.

(vi) Flexible connectors longer than the length allowed in the code, or fuel lines that incorporate hose, shall be used only where approved.

(vii) The fixed piping system shall be designed, installed, supported, and secured to minimize the possibility of damage due to vibration, strains, or wear and to preclude any loosening while in transit.

(viii)Piping shall be installed in a protected location.

(a) Fastening or other protection shall be installed to prevent damage due to vibration or abrasion.

(b) At each point where piping passes through sheet metal or a structural member, a rubber grommet or equivalent protection shall be installed to prevent chafing.

(ix) Hydrostatic relief valves shall be installed in isolated sections of liquid piping in accordance with section 6.13 of NFPA 58 as listed in rule 1301:7-7-80 of the Administrative Code.

(x) Piping systems, including hose, shall be pressure tested and proven free of leaks in accordance with section 6.14 of NFPA 58 as listed in rule 1301:7-7-80 of the Administrative Code.

(d) 320.6.4 Emergency shut off controls. Mobile food units using LP-Gas shall be provided with readily distinguishable and accessible marked exterior emergency shut off controls with a quarter-turn manual gas ball valve.

(i) 320.6.4.1 Signage. Signs shall be permanently mounted at the location of the emergency shut off controls and shall state:

“EMERGENCY GAS SHUT-OFF VALVE”

(a) 320.6.4.1.1. Signs shall be clearly visible and shall remain unobscured at all times. Signs shall be weather resistant, of contrasting colors, and shall be readable from a minimum distance of 25 feet.

(7) 320.7 Distance and separation requirements. While parked and in operation mobile food units, exclusive of awnings and appurtenances, using or containing a fuel source or generator other than the vehicle fuel tank shall be separated from the entrances and other exits of buildings or structures and combustible materials by a clear space distance of 10 feet (3 m). While parked and in operation mobile food units using or containing a fuel source or generator other than the vehicle fuel tank shall be separated from other mobile food units by a clear space distance of 3 feet (0.9144 m).

(8) 320.8 Generators.

(a) 320.8.1. Generators servicing a mobile food unit shall not be fueled while the mobile food unit is in operation.

(b) 320.8.2. Generators shall not be fueled while the generator is in use and shall not be fueled until the generator has been turned off and the surface temperature of the engine and fuel tank is below the autoignition temperature of the fuel.

(c) 320.8.3. No generator shall be operated or used or fueled within the occupant space of a mobile food unit.

(9) 320.9 Electrical Wiring and Equipment. All electrical wiring and equipment shall be installed in accordance with NFPA 70 as listed in rule 1301:7-7-80 of the Administrative Code.

Lebanon Safety Items

All propane tanks not attached to a food truck must be secured by chain or milk crate to prevent tipping.

All grills, flat tops, fryers, and open flame devices must have a 3-foot space on 3 sides. These sides must have a guard to prevent the public from reaching into the open grill, flat top, fryer or open flame device.

Generators cannot be stored or used in a pedestrian area and 10 feet from permanent structures.

Storage of portable gasoline containers

1) All gasoline must be in safety cans.
2) All containers must be secured from spillage and the leaking of vapor.
3) Must be stored out of pedestrian areas.

Published June 14, 2024