

City of Grove City Special Event Guidebook



City of Grove City
4035 Broadway
Grove City, Ohio 43123
614-277-3000
www.GroveCityOhio.gov

Revised March 27, 2013

TABLE OF CONTENTS

Welcome	3
Quick Start Guide	4
Special Event Definition	5
Special Event Permit Application Process.....	6
Special Event Committee Meeting	8
City of Grove City Services and Support	9
Security Services.....	9
First Aid and Emergency Services.....	9
Inspections, Tents, Temporary Structures and Electrical Issues.....	10
Traffic Control and Road Closures	11
Signage.....	12
Health and Sanitation.....	13
Fees for City Services and Equipment.....	13
Entertainment.....	14
Food and Beverages.....	14
City Properties	15
Post-Event Site Evaluation	16
Insurance Guidelines.....	17
Permit Application	20



The City of Grove City, Ohio

4035 Broadway • Grove City, Ohio 43123

(614) 277-3000

Richard L. "Ike" Stage, Mayor
Charles W. Boso, Jr., City Administrator

Welcome!

We are pleased you have chosen Grove City as the site for your special event. We are confident you will find a cooperative and friendly spirit among the businesses and residents of Grove City.

The City of Grove City requires permits and approvals before an event may take place. A number of City of Grove City and Jackson Township entities will be involved to ensure your event is safe and successful.

The Event Organizer is responsible for fees and wages for City services and staff as determined by the Special Event Committee. The Event Organizer may also be charged a rental fee for City facilities and lost or damaged City property.

Please feel free to call the Administrative Executive Assistant at 614-277-3006 once you have had the opportunity to review the enclosed information.

Best wishes for a great event!

Sincerely,

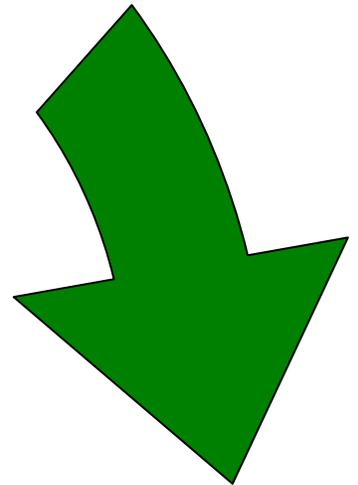
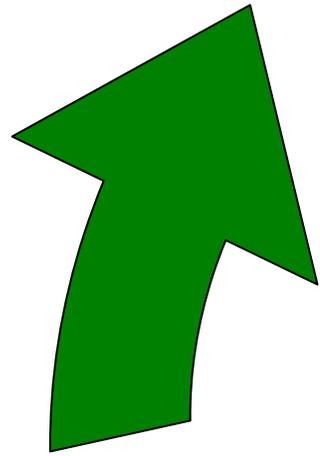
Richard L. "Ike" Stage
Mayor



START HERE

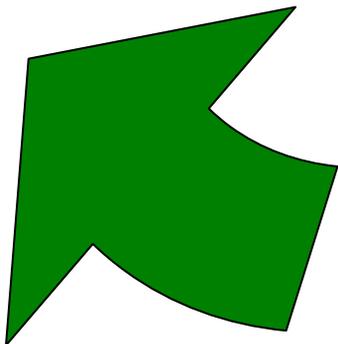
**Denied Event -
amend application
and resubmit**

**Submit
Special Event
Application at
least ninety (90)
days prior to event**

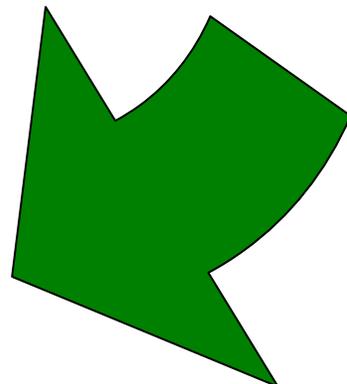


**Approved Event –
Meet with City
and Township
officials, forty-five
(45) days prior to
event to discuss
operational
planning**

**Meet with Special
Event Committee
(if requested)**



**Applicant will
receive
notification of
event approval or
denial within 20
days**



I. Special Event Definition

A. Ensuring a safe and successful special event is a responsibility of the City of Grove City. The City places a high priority on this responsibility. City Code Chapter 707 and this guidebook are intended to assist the special event organizer in helping the City meet this responsibility.

i. Definition of a Special Event - A “Special Event” is defined by Grove City Code Chapter 707 as “a temporary event or gathering that is conducted primarily outdoors or within a temporary structure constructed specifically for the event, that is not customarily held regularly, seasonally, weekly or monthly, using either private or public property. The “Special Event” must also have an estimated number of participants in excess of 300 during any day of the event or a total of 1,000 during the event including two or more of the following activities:

1. Sale of merchandise, food or beverages;
2. Closing of a public street;
3. Erection of a tent in excess of 150 square feet;
4. Installation of a stage, portable building, grandstand or bleachers with seating capacity over 100 persons;
5. Placement of portable toilets;
6. Placement of temporary no-parking signs in a public right-of-way.

- ii. Examples of special events include: tractor pulls, demolition derbies, circuses, rodeos, truck rallies and car shows.
- iii. The permit process must be completed for any event meeting the definition above.

B. Special Event Incident Action Plan

- i. Event organizers will assist the City in preparing a Special Event Incident Action Plan.

C. Special Event Exceptions

- i. Funeral processions supervised by a licensed mortuary;
- ii. Picketing as permitted by City Ordinance;
- iii. Other exceptions as approved by the City.

D. Permit Waiver Procedure

- i. Submit a letter to the Administrative Assistant (City Administrator) with the reasons why you are requesting a waiver.

E. Compliance with Other Laws – The granting of any Special Event Permit required by this policy shall not eliminate:

- i. Requirements for any business license or any other permits which may be prescribed by any other federal, state or local statutes;
- ii. Compliance with any other applicable federal, state or local statutes, ordinances, rules or regulations;
- iii. Americans with Disabilities Act: The City of Grove City strives to make its programs, services and activities accessible to qualified individuals with disabilities. In that regard, the City suggests that you make reasonable modifications to the programs, services and activities of your event to ensure accessibility to such individuals.

II. Special Event Permit Application Process

A. Complete and return the City of Grove City Special Event Permit Application at least ninety (90) days prior to the event. Use this guidebook as a reference to complete the application.

- i. The Administration Executive Assistant will forward the application to the Special Event Committee (members identified in 707.02 (b)) for their input. The Committee will respond to the Administrative Assistant (City Administrator) within 10 days with any concerns. The Administrative Assistant (City Administrator) will respond to the event organizer or applicant within 10 days of receiving the Special Event Committee input, with an approval or denial.

- 1. The committee may also recommend co-sponsoring the event. If the event is co-sponsored by the City, then portions of the City services may be provided at no charge. Approval by the event sponsor and the Administrative Assistant (City Administrator) are required.

- a. City services and costs are described in **Section IV**.
- ii. If the application is approved as submitted, the event organizer can proceed with the event planning. The event organizer must attend a special event committee meeting described in **Section III A** to confirm that the permit requirements have been met and needed services are in place to support a successful event.
 1. If the application cannot be approved as submitted, the event organizer will be notified by the special event committee and given the opportunity to modify elements of the event, such as alternative dates, times, routes or conditions.
 - a. The special event committee will forward a recommendation to the Administrative Assistant (City Administrator).
 2. If the application is denied, the reasons shall be set forth in writing. Examples include:
 - a. The Special Event Application is not complete.
 - b. The Special Event Application was not completed and returned to the committee within the required timeframe of 90 days prior to the event; and no waiver was granted.
 - c. The conduct of the event will substantially interrupt the safe and orderly movement of traffic contiguous to the event.
 - d. The event will require the diversion of City employees creating the situation where adequate staff is not available to complete City assignments.
 - e. The concentration of persons, equipment, vehicles or animals at the event or assembly sites will substantially interfere with adequate fire, police or emergency medical services.
 - f. The event is reasonably likely to result in violence to persons or property, causing serious harm to the public.
 - g. The number of event days will require the diversion of City employees creating the situation where

adequate staff is not available to complete City assignments.

- h. The event site or route will cause too great a disturbance to surrounding residents and businesses.
 - i. The event site has been utilized in a recurring role in the past and a determination has been made that the proposed use would be too disruptive to the residents or businesses.
 - j. The date or location of the event is in direct conflict with an approved event.
 - k. The proposed use of public property, right of way or facilities interferes with normal use of the property, right of way or facility by the City.
 - l. Other - As determined by the Administrative Assistant (City Administrator).
- iii. Revocation of a Special Event Permit (during an event): A Special Event Permit may be revoked during an event. If a Special Event Permit is revoked, the event must be cancelled and activities must be terminated immediately. The Administrative Assistant (City Administrator) or designee has the responsibility to revoke a permit for reasons of health, inclement weather or public safety. This will be determined by the Administrative Assistant (City Administrator) after consultation with the Chief of Police.
- iv. Enforcement of Other Laws: Nothing contained in this document shall prohibit the authority of any officer to arrest a person engaged in any act or activity granted under this policy if the conduct of such person violates the laws of the state, or ordinances of the City; or unreasonably obstructs the public streets and sidewalks of the City; or if such person engages in acts that cause or would tend to cause a breach of the peace.

III. Special Event Committee Meeting

- A. Special Event Committee meeting is held on the fourth (4th) Monday of the month.
- i. The special event committee consists of the City of Grove City and Jackson Township Fire Department staff representing the various departments that may provide a service during an event. These committee members review the Special Event Application and

offer suggestions and recommendations for approval or denial to the Administrative Assistant (City Administrator).

1. Special Event Committee Members: Representatives of the following departments will attend the Special Event Committee Meetings as needed:
 - a. Administration
 - b. Police
 - c. Street Maintenance
 - d. Park Maintenance
 - e. Parks and Recreation
 - f. Building Division/Code Enforcement
 - g. Jackson Township

IV. City of Grove City Services and Support

- A. All event services provided by the City of Grove City and Jackson Township.
 - i. Security Services: The Grove City Division of Police will identify general security issues to consider at your special event. Police officers may be required for traffic control on public roadways and other safety concerns. A private security company may be hired for events. The Grove City Police will work with Event Organizers to determine your specific security needs.
 1. The Event Organizer will receive an estimate in advance for each potential scenario. See Special Duty Agreement (Appendix A)
 2. Police cruisers may be required to safely manage traffic at the event. If so, required cruisers are rented at a rate of \$25 per hour, per cruiser. Only Grove City Police Officers may operate Grove City Police cruisers.
 - ii. First Aid and Emergency Services: The Event Organizer is responsible for making arrangements for dedicated stand-by first aid and emergency services through the Jackson Township Fire Department (this can be arranged at your Special Event Committee

meeting).

- a. Jackson Township Fire Department Emergency Medical Service (EMS) non-emergency phone number is 614-875-5588.

B. Inspections, Tents, Temporary Structures and Electrical Issues

- i. The Grove City Building Division and the Jackson Township Fire Department welcome the opportunity to work with you to make certain that all safety issues are addressed and liability issues are minimized for your event. Please review the notes below to determine the services your event may require.

1. Field Inspections will be required to verify installation in accordance with approved plans. Please call the Grove City Division of Building and Zoning at 614-277-3075 at least 24 hours in advance to schedule your inspection. After hours and weekend inspections are available for a fee of \$85 per hour for a minimum of three hours.

2. Tents and other Membrane Structures shall comply with Ohio Administrative Code: 1301: 7-7-24, Section 2401 of the 2011 Ohio Fire Code. The full Ohio Fire Code can be viewed on the Ohio State Fire Marshal's website: www.com.ohio.gov/fire.

- a. Per the 2011 Fire Code Section 2403 tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Jackson Township Fire Department. A Flame Resistant Certificate for the tent must be submitted to the Jackson Township Fire Department located at 3756 Hoover Road, Grove City, for issuance of a permit. There may be a cost for the permit. Please call 614-875-5588 if you have questions regarding tents.

- b. Each tent must have an exterior clearance of three feet on all sides. In case of multiple tents, this means at least six feet or more between each structure. Each tent must have a working fire extinguisher at the time of inspection and for the duration of the event.

- c. Ohio Utilities Protection Service (OUPS) must be contacted at 1-800-362-2764 or 8-1-1 at least 48 hours before tents are erected to mark the area's utilities. Proposed tent locations must be indicated on Special Event Application.
3. Temporary Structures: A permit for temporary structures (sales trailers, etc.) must be secured through the Grove City Building Division. The Event Organizer must submit layout drawings of the event site attached to the Special Event Application. Information required includes location of tents, stages, grandstands, platforms and bleachers, and the erection or modification of any building or structure. Drawings are to indicate electrical, propane and plumbing service requirements for such items as special lighting, cooking needs, portable generators, sound systems and portable toilets.
4. All electrical and construction work must be performed by Grove City registered contractors. To become a registered contractor, contact the Grove City Division of Building and Zoning at 614-277-3075. Please note that all outdoor extension cords must be three-prong UL listed extension cords.

V. Traffic Control and Road Closures: Approval for use of City streets, alleys, sidewalks and parking lots is generally provided through the Administrative Assistant (City Administrator) or designee.

- A. Parking Plan – A parking plan shall be submitted by Event Organizer for use of City, non-City, public and/or private lots and will include the days/times they are needed. If a shuttle will be used, indicate the route and pick-up/drop-off points. For the City to allow road closures, the following must be considered: resident/business impact, detour routes, signage and notification, setup of barricades and directional signage, traffic control and safety.
 - i. Vehicles may not be parked or driven on sidewalks, curbs, bike paths, or City-owned grass areas without prior approval.
- B. Traffic Plan – A traffic plan shall be submitted by Event Organizer to request that a City road be closed or lane(s) restricted. The Organizer must submit the plan on the Special Event Permit Application 90 days prior to an event and must meet the following requirements:
 - i. A list of the roads to be closed and corresponding intersections;

- ii. A legible map of the closure areas and/or event site including placement of volunteers and personnel.
- C. Event personnel are required to wear ANSI approved safety vests or apparel if they will be working on or near a public roadway.
- D. Proposed time(s) and date(s) of the closure(s) and reopening(s).
- E. On-Street Parking Ban – If you are requesting to eliminate on-street parking during your event, you must indicate the location on the permit application.
- F. Road Closures/Lane Restrictions: The Event Organizer is responsible for maintaining a minimum 12-foot wide fire and emergency lane through all areas. If roads are to be closed or access to certain residents or businesses restricted, the Event Organizer is responsible for preparing, printing and distributing a notification letter to all affected residents and businesses.
- G. Notification Letter to Affected Businesses and Residents: All affected businesses and residents must receive a notification letter at least 30 days prior to the event from the Event Organizer. Failure to properly distribute the notification letter could result in cancellation of your Special Event Permit. Letters must receive approval from the Administrative Assistant (City Administrator) prior to mailing. The Special Event Committee will determine residents/businesses to be notified.
- H. Police Officers and/or Street Maintenance staff may be required on site to add traffic control. The Grove City Service Department will provide temporary no-parking signs, traffic cones, road barricades, etc., to define the road closure. All road closures and lane restrictions will be set up and removed by the City of Grove City staff.
- I. Signage: Describe and indicate the location of all on-site (City property only) directional and promotional signage to be used during and around your event on the Permit Application. Permission to post any signs on public property must be obtained prior to display. These signs must be removed as soon as possible, but no later than 24 hours after the conclusion of your event. All signage must comply with the current sign code regulations.
 - i. On-Site Signage: On-site special event signage to be used ONLY for the duration of the event does not require a temporary sign permit, but must be in compliance with Grove City code.
 - ii. Directional Signage: A temporary sign permit is required for placement of directional signs. Prohibited sign locations include:

any public right of way; any location where view of approaching and intersecting traffic would be obstructed and private property sites without prior written authorization granted by the property owner.

- J. Health and Sanitation: Maintaining healthy and sanitary conditions for a safe event is the responsibility of the Event Organizer.
- i. Restrooms: The Event Organizer is responsible for providing and servicing portable restrooms during events when permanent facilities are not available or are deemed inadequate by the Special Event Committee for the estimated attendance. Please include provisions for people with disabilities. Restrooms in City parks and facilities will be cleaned, repaired and maintained by Park Maintenance staff. Fees may be incurred for this service.
 - ii. Litter Prevention and Mitigation: The Event Organizer is responsible for maintaining the event in a clean and orderly condition both during and after the event. The Event Organizer may be required to rent a dumpster at his/her expense. The cost of any litter cleanup beyond the City's routine cleanings will be charged to the Event Organizer.
 - iii. Litter Containers are available through Keep Grove City Beautiful. Call 614-277-1100 to arrange pickup. Trash bags for the boxes are the responsibility of the Event Organizer. Recycling containers may be available from the Solid Waste Authority of Central Ohio (SWACO) 614-871-5100, 4239 London Groveport Road, Grove City, OH 43123. If the event is held on City property, the City may require the Event Organizer to secure a dumpster with size and placement to be determined by the City.
- K. Fees for City Services and Equipment: If the City of Grove City is a co-sponsor of the event, then the Special Event Committee will recommend the City services necessary to hold the event and recommend the extent of those services that can be provided by the City of Grove City. Personnel and related event costs will be shared by the Event Organizer. If the City of Grove is not a co-sponsor, the Event Organizer will be invoiced for City services and City equipment at the conclusion of the event.
- i. An estimate of the cost of City services and equipment will be provided to the Event Organizer after the initial meeting with the Special Event Committee. This estimate could be affected by weather, changes made by the Event Organizer, crowd size and other factors.

- ii. After the event, the Grove City Department of Finance will send the Event Organizer an invoice outlining the cost of the services provided by the City. Payment will be due upon receipt.

VI. Entertainment

- A. Parades, Processions, Bike and Foot Races: City road closures for parades, processions, bike and foot races, etc., must be indicated on the Special Event Application and accompanied by a detailed suggested route map. The Special Event Committee will work with you to determine the best route possible.
- B. Fireworks: A fireworks permit must be obtained from the Jackson Township Fire Department, 3756 Hoover Road. The Fire Department and the Grove City Division of Police must both approve fireworks sites. Contact shall be made with the Fire Department to review all fire code requirements concerning fireworks displays. A fee will be charged for the fireworks permit. Please attach a copy of the fireworks permit to the Special Event Application.
- C. Amusements and Attractions: The Grove City Division of Building and Zoning and Jackson Township Fire Department must inspect all amusements and attractions, such as rides, inflatables and haunted houses. Rides also need to be inspected by the Ohio Department of Agriculture.
- D. Noise Ordinance: Individuals or organizations are solely responsible for ensuring that the event complies with the City of Grove City Ordinances 509.09 and Chapter 729. These ordinances can be found at www.grovecityohio.gov (Appendix B).
- E. Food and Beverages: Health and licensing requirements apply to all food/beverage sales. An Application for a Temporary Food License must be obtained from Franklin County Public Health and is required when a sale price is associated with the exchange of food or beverages. Food served free of charge or free with the option to donate an unidentified amount, does not require a permit or license.
 - i. Health and licensing inspectors may 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. Ohio and Grove City Codes do not permit cooking inside tents. For further information on food and beverage guidelines, contact Franklin County Public Health 614-525-3160, or <http://www.myfcph.org/foodTempLic.php>.

- F. Alcohol: A Special Event Liquor Permit must be obtained from the Ohio Department of Commerce, Division of Liquor Control at least 15 days prior to the event. For further permit information, contact the State of Ohio Liquor Control Department at 614-387-7407 or www.com.ohio.gov/liqr. Please attach a copy of the application to the Special Event Application.
- i. If the event location is on City property, a written request for the use of alcohol must be submitted to City Council for review at least 90 days prior to the event.
 - ii. The Event Organizer or server, if the Event Organizer is not serving alcohol, is responsible for checking the identification of all persons being served alcohol and for ensuring all persons acting as servers are age 21 or older. It is also the volunteer servers' responsibility to ensure intoxicated persons are not served. If the event is sponsored or co-sponsored by the City of Grove City, or it is held on City property, a list must be submitted with the names of the alcohol servers. In addition, those named on the list will be required to attend an education session conducted by the Grove City Division of Police or Law Director prior to serving (additional cost may apply). Included in this session will be an overview of the liquor laws and the individual's liability in enforcing them. Even if the City is not a co-sponsor, the educational seminar for servers is encouraged.
 - iii. Proof of Liquor Liability Insurance in the minimum amount of \$1 million per Event on an "occurrence" basis, naming the City of Grove City as an additional insured is required if the sponsoring organization and/or server is in the business of distributing/selling alcohol. A copy of the certificate must be provided to the Administrative Assistant (City Administrator) at least 30 days prior to the event. Event Organizers must comply with all Ohio laws.
 - iv. The Special Event Liquor Permit premise must have a well-defined perimeter as well as established entrances and exits.

VII. City Properties

- A. Event Organizers may secure park facilities, shelter houses and grill areas by completing and submitting a request form found at www.GroveCityOhio.gov or by calling the Grove City Parks and Recreation Department at 614-277-3050. All rules and regulations provided for City parks must be followed. Due to increased demand for City parks as special event sites, please plan for your event as early as possible.

B. City Parks and Facilities

- i. Information on reservations and lighting fees can be obtained by calling 614-277-3050.

C. Please note park rules:

- i. No alcoholic beverages permitted in City parks, (excluding City-approved events).
- ii. Pets must be leashed.
- iii. Fires permitted in grills or fireplaces only.
- iv. Use trash receptacles provided.
- v. Park hours are normally from dawn to dusk unless otherwise indicated or prior approval is granted.
- vi. Other accommodations may be made through the permit process, if necessary.
- vii. Parking is on paved areas only, unless special permission is obtained.

D. Post-Event Site Evaluation: Event Organizers not returning the park(s) in the same condition as before their event shall be billed for cleanup or repair services as determined by Parks staff. Cleanup labor costs are calculated at \$100 per hour/per person.

- i. A post-event evaluation will focus on these items:
 1. Have all event-related items (blocks, lumber, chairs, tables, signs, etc.) been removed?
 2. Have all tent stake holes been patched or repaired?
 3. Has all trash been picked up and removed?
 4. Have all hard surfaces been cleared of stains?
 5. Have any trees, shrubs, flowers or turf been damaged?
 6. Have any light poles, park furniture, sculpture or water features/fountains been damaged?

7. Has the irrigation system been damaged?
8. Have all electric panels and outlets been closed and secured?
9. Has the area been cleared of all animal waste?

VIII. Insurance Coverage

A. Requirement: Event Organizers will be 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, permit holder or host establishment may be required to obtain a comprehensive general liability insurance policy for bodily injury and property damage arising from the event.

- i. See City of Grove City Event Insurance Guidelines (below).
- ii. This requirement may be waived when necessary to comply with any federal, state or local law, statute, regulation or constitutional provision. In addition, the City, in its sole discretion, may waive the insurance requirement.
- iii. Indemnity/Hold Harmless Agreement: The Hold Harmless-Indemnification Agreement in the Permit Application must be signed by an authorized representative of the sponsoring organization.

1. Special Event Insurance Guidelines: The following insurance guidelines shall apply when an event is held on public property and involves:

- a. Expected attendance of 300 or more people per day.
- b. The display of fireworks.
- c. The sale of alcohol beverages.
- d. The operation of carnival equipment or a carnival.
- e. Races/marathons/sporting events on public roads or in parks.

B. The Event Organizer must comply with the following insurance requirements to be considered for a Special Event Permit. The Event Organizer and the vendors who are contracted by them must purchase and

maintain, for the duration of the event including setup and dismantling, the following types of insurance at their expense:

- i. **General Liability Insurance:** Event Organizers representing a business or group are required to have a commercial general liability insurance policy, or its equivalent, written on an occurrence basis, with a minimum of \$1 million combined single limit of liability per occurrence for bodily injury, personal injury, or property damage. If food or beverages are to be served, then product liability coverage must include a minimum of \$1 million per occurrence.
 1. **Fireworks Displays:** If the Event Organizer intends to display fireworks, and obtains a pyrotechnics permit from the Jackson Township Fire Department, or contracts with a pyrotechnic vendor who obtains the permit, then the minimum combined single limit of liability, for all pyrotechnics displays is \$2 million per occurrence. The amount may be increased at the discretion of the City based on potential risk of the event. The company that actually launches the fireworks must provide a liability certificate of insurance for \$2 million per occurrence, including the City of Grove City as an additional insured and listing the date(s) of the event.
 2. **Individual Applicant:** If the Event Organizer is not a business or group, but an individual who expects more than 300 attendees to the event or intends to serve or sell alcoholic beverages at the event, he/she must provide proof of personal liability insurance with a minimum amount of \$500,000 combined single limit through either a homeowner's or liability insurance policy by submitting a certificate of insurance.
 - a. If alcohol is served or sold by the individual, the certificate of insurance must specify that incidental/host liquor liability coverage applies for this particular event and the date of the event.
 - b. **Notice of Policy Cancellation:** All insurance policies must state the City of Grove City will be notified at least ten (10) days in advance of any intent by the insurance company to cancel or non-renew the Event Coordinator's insurance coverage.

3. Liquor Legal Liability Insurance: If the Event Organizer is a business or group intending to serve alcoholic beverages at the event and the applicant is in the business of manufacturing, distributing, selling, or serving alcoholic beverages, then liquor legal liability coverage may be purchased by the firm serving or selling the alcohol. The minimum acceptable limit of liability per occurrence and aggregate is \$1 million.
 - a. Host Liquor Liability Insurance: If the Event Organizer is a business which will serve or sell alcoholic beverages at the event and is not in the business of manufacturing, distributing, selling or serving alcoholic beverages, then the Event Organizer's commercial general liability policy, required above, should include the ISO Form CG 21500989 liquor liability exclusion amendatory endorsement, or similar exclusion limiting coverage for serving or selling alcoholic beverages.
4. Other: The Event Organizer and all vendors must list the City of Grove City as an additional insured for the event on all commercial general liability and liquor legal liability insurance policies.
 - a. The City reserves the right to require insurance of Event Organizer and/or vendors for activities other than those specifically mentioned above, or to increase the minimum acceptable limits of liability with the reasonable notice to the Event Organizer.
 - b. The Certificate of Insurance: must be submitted with the City of Grove City Special Event Application. Approval of insurance by the City does not in any way relieve or decrease the liability of the Event Organizer or vendor. The City does not represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Event Organizer or vendor.
 - c. All insurance must be placed with insurance companies with an AM best rating of no less than B+VI unless otherwise approved.

5. For further information regarding insurance, please contact the City of Grove City Finance Department in writing at 4035 Broadway, Grove City, OH 43123 or call 614-277-3025.