

City of Sylvania



Event Handbook

City of Sylvania Special Event Policy

Community festivals and special events can promote tourism, showcase local talent and expose artists and performers to new audiences. These events can also invigorate community spirit, revitalize neighborhoods and contribute substantial economic and social benefits to the community.

The City of Sylvania continuously works with many special event promoters, event sponsors, community members and organizations in assisting with public safety, traffic and crowd control at special events and activities that promote the social and economic wellbeing of Sylvania. This document sets forth guidelines for the implementation of a Special Events Policy by the City of Sylvania. It defines, categorizes, and sets a review procedure for Special Events.

Purpose

The purpose of this policy is to provide regulations for special events in order to preserve and protect the safety of participants and the public, minimize inconvenience to the public, minimize the disruption of public services, and protect public property. A corollary purpose to this policy is to ensure that sponsoring organization/parties plan and are responsible for associated event costs when requesting special demands of the City of Sylvania services.

The policy includes events held on private property if the event affects or impacts the City, surrounding public or private property, or which may involve an improper use of the property under other City ordinances, such as zoning restrictions.

Event holders (signer of the application) will be responsible for seeing that all regulations contained in this document, and any other stipulations required by the City or other governmental agencies are followed.

Definition

For the purpose of this policy, a special event is defined as an event which requires pre-approval and advisement from City staff, for a preplanned activity, sponsored by an individual, group, and/or organization proposed to be held in the City of Sylvania within the public right-of-way, on city-owned property, or will have amplified sound. Specific activities requiring a Special Event Permit include but are not limited to:

- Carnivals
- Circuses
- Concerts
- Fairs
- Festivals
- Processions

- Rallies
- Walks or runs

A Special Event Permit is required for use of the city public right-of-way for all events except a neighborhood block party. This is authorized with a Block Party Permit.

Re-occurring events that are not held on consecutive days will require individual special event permit applications for each event.

The event holder will be invoiced for services provided by the City that are exclusively a result of the event. The City will summarize the cost of such services in advance of the event and those costs will be part of the special event fee.

Application Submittal

Applications shall be submitted no less than 90 days in advance to allow time for the review process and for the applicant to address any changes or conditions the City might request. All routes, closures, event setup, etc. shall be complete and final at the time of submittal. Any changes to the original application shall be charged an amendment fee.

Applications will be required to have the following (if applicable), submitted at the time of submission:

- Detailed map of event area
- Map showing requested road closures and parking restriction areas
- Draft of pre-event Resident/Business notification letter

Every effort will be made to respond and decide on a request within a reasonable period of time. It is also expected that the party making the request will anticipate a reasonable length of lead time that may be required to make a final decision.

When two or more parties make a request for the same area on the same date, a compromise agreement between the parties will be attempted. In the case where a conflict cannot be resolved, the final determination for granting a special event request remains with the City of Sylvania.

Application Fees

The following is the cost of application for a special event permit with the City of Sylvania. This cost is due at the time of application.

Event applicant is a non-profit organization.....	\$50
All other event applicants.....	\$100
Amendment Fee.....	\$25

Application Review

All Special Event Permits will be submitted to the City of Sylvania Division of Police. The Chief of Police or designee shall initially review the application to determine if all necessary information is provided and determine if the event does not conflict with City scheduled events and previously approved applications. The applicant will be notified by phone or email for additional information.

Following the initial review, the application will be sent to the following departments to review to determine the impact the event will have on each department and the public.

- Safety Director
- Police Department
- Sylvania Township Fire Department
- Sylvania Streets Division
- Sylvania Engineering Division
- Mayor's Office

These City Departments will determine if special services will be required, and what additional license and permits are needed. These departments will make recommendations to approve or disapprove the application.

If an event is considered closed to the public or if streets will be closed, the City may require the sponsor to notify neighboring residents/businesses. Failure to do so will result in automatic denial of future applications. (See Special Event Guidelines and Regulations for more information)

The following criteria will be used when reviewing the applications:

- The event can function safely.
- The anticipated number of persons attending the event over the entire period of the event.
- The event will not unduly interfere with public transit systems, use of right-of-way, ongoing construction, maintenance or other activities.

- The anticipated number of extra personnel hours which shall be required to be furnished by the City to accomplish the necessary public safety and sanitation components of the event; technical assistance required from City employees will not deny reasonable City services.
- The street closures must allow emergency access for fire, police, and EMS vehicles.
- Neighbors impacted by the proposed event have been notified of the event being held.

Application Approval or Denial Notification

After review, the Director of Public Safety or designee shall notify the applicant of approval or denial of any special event request.

All parties whose special event request has been approved, shall assume full responsibility for compliance with all conditions, fees, and City and State Codes. They assume responsibility for their actions, and any consequences thereof, associated with the event. Event sponsors should not announce, advertise or promote events until they have a signed permit.

Permit Applications may be denied in the City's sole discretion. The City may propose alternate locations or dates, or may refuse to issue a permit. If the proposed event does not meet the criteria details in this policy, the application will be recommended for denial. If the City of Sylvania denies the request, they do so by exercising good judgement and what may be in the best interest of the City and general public. The party shall be notified, in writing, in the case of a denial.

Revocation of Permit

A special event permit may be revoked before or during an event at the discretion of the City of Sylvania when the health or safety of the public is threatened by an emergency, disorder or other unforeseen condition that has arisen. If an event permit is revoked, the event must be cancelled and activities must be terminated immediately.

Any conditions not met as set out in the approval of the application will be grounds for revocation of the permit by the city.

No refunds of fees paid prior to the event will be refunded. Event organizers will be responsible for paying fees on any services incurred.

Special Event Guidelines and Regulations

To increase the likelihood of permit approval, reduce the risk of liability of the event organizer and City, and to promote a lawful, safe and successful event, event organizers must address and adhere to the following.

Please note that some of the following guidelines and conditions may not apply to some events.

Alcohol Licenses

Event organizers must insure that the sale of alcohol adheres to the regulations set by the State of Ohio. A Special Events Liquor permit must be obtained from the Ohio Department of Commerce, Division of Liquor Control. When received, a copy of the liquor permit must be sent to the Sylvania Police.

The sponsor is encouraged to use a wristband or other method to distinguish that a person is of legal drinking age.

Any event that is held on public property and includes the sale of alcoholic beverages, will require having Sylvania Police officers on-hand; the number of officers and times will be determined by the Division of Police.

Electricity/Electrical Plan

Specific requirements for the use of electricity must be submitted and approved at the time of application for the special event. For events with activities in the right-of-way using electricity, event sponsors are required to describe how and where power is needed for the event. Electric service connection provided by the City requires a detailed lay-out drawn of electrical needs and must be submitted for approval with the Special Event Permit at least 90 days prior to the event. Connection to City electricity will require an additional permit and cost.

Emergency Access

For public safety, organizers must provide ample clearance for emergency vehicle and apparatus access to events. Please include a diagram showing the proposed streets to be closed/blocked and the configuration of any vendor booths, stages, or other temporary structures to be placed for event purposes. Plans should include a minimum 12ft. wide emergency access lane that shall remain open at all times.

Entertainment and Amplified Sound

All events, including those that use amplified sound, must adhere to all guidelines in the City of Sylvania Codified Ordinance 509.08 Unnecessary Noises.

Fire Safety

Additional permits or services may be required for the event if you have any of the following:

- Tent

- Fireworks
- Food Trucks
- Road Closure or restriction
- Fire or medical standby needed

Event organizers shall contact the Sylvania Township Fire Department at 419-882-7676 for more information.

Food Sales

Event organizers must ensure that all food and beverage services adhere to the regulations set by the Lucas County Health Department, including obtaining a permit if required. Food trucks used at an event must be licensed with the City of Sylvania.

Insurance Compliance

The event organizer must submit a certificate of insurance no less than 20 calendar days prior to the event. This insurance shall be written with limits of liability of not less than \$1,000,000 for each person and \$1,000,000 for each occurrence for all damages arising out of bodily injury, including death at any time resulting therefrom and not less than \$500,000 for all property damage sustained in any one occurrence.

This certificate of insurance shall release the City of Sylvania from all liability arising from the event and further shall name the City of Sylvania as an additional insured party. In addition, the event organizer will indemnify and hold harmless the City of Sylvania and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the event.

Notification of Affected Properties

The event organizer is responsible for complying with the City requirements for a pre-event neighborhood notification. The proposed pre-event mailing shall be submitted with the permit application. If any changes are needed to the draft mailing, the City will notify the event organizers of such required changes.

The event organizer, at its expense, shall distribute this approved document by first class mail or by hand delivery to all affected households and business as determined by the City of Sylvania. These shall be delivered no more than 60 days from the event and no less than 30 days prior to the event. The event organizer shall submit in writing to the Sylvania Police Records a report stating the dates the letters were delivered or mailed. A permit will not receive final approval until the pre-event notifications have been made.

The required notification should include:

- Dates and times of the event
- Street closures, parking modifications, traffic detour routes
- Times when the closed roads/parking areas will be re-opened
- Event organizer contact information for additional questions or concerns

Tents

If your event will have a tent or other temporary structure, you must contact the Sylvania Township Fire Department for any required permits or inspections.

Tent stakes may not be used for any tents set up on paved surfaces belonging to the City of Sylvania or on a public roadway or right-of-way. To minimize the effect on residents and businesses, tents on public roadways or municipal parking lots shall not be installed more than 24 hours prior to an event and will be removed within 24 hours of the completion of the event.

Roadway Markings

For events in the Sylvania Downtown area, no painting or marking will be permitted on any walkways or streets. All marks are to be made with chalk.

Special Event Fee Schedule- 2026

Police Project Rate

Security	\$55 per hour (3-hour minimum)
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Security (holiday rate)	\$75 per hour (3-hour minimum)
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Holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, July 4th

City of Sylvania Fireworks for Independence Day Celebration, Labor Day,

Thanksgiving Day, Christmas Eve, and Christmas Day.

Police Regular/Overtime Rate

On-Duty Officer	\$68 per hour
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Off-Duty Officer	\$83 per hour (3-hour minimum)
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On-Duty Sergeant	\$76 per hour
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Off-Duty Sergeant	\$94 per hour (3-hour minimum)
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Vehicle	\$10 per hour/per vehicle
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City Service Department Rate

On-Duty Public Works Serviceman	\$54 per hours
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Off-Duty Public Works Serviceman	\$58 per hour (2.67 hours minimum)
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Off-Duty Maintenance Worker	\$61 per hour (2.67 hours minimum)
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Vehicles	\$20 per hour/per vehicle
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Other Fees

Application Fee For-profit	\$100
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Application Fee Non-profit	\$50
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Amending Application	\$25
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Electrical (Downtown)	\$200
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CITY OF SYLVANIA
6730 Monroe St.
Sylvania, Ohio 43560

PARADE, FESTIVAL, EVENT or ASSEMBLY
APPLICATION

[SMC: 311.02, 705.04, 1519.02]

GENERAL EVENT INFORMATION

Name/Title of event: _____

Type of event: [☐] parade [☐] running-biking [☐] assembly [☐] other _____

Event location: _____ Number of participants expected: _____

Event Web site: _____

Event date(s): _____ Start time: _____ am/pm End time: _____ am/pm

Rain date(s): _____ Start time: _____ am/pm End time: _____ am/pm

Purpose and Description of Event: _____

APPLICANT INFORMATION

Person, group or organization sponsoring: _____

Address: _____ Phone: () _____

Event contact person: _____

Phone number: () _____

e-mail: _____

PARADE, FESTIVAL, EVENT or ASSEMBLY APPLICATION Page 2

LOGISTICS

Do you request any streets to be closed to traffic for your event? _____ YES _____ NO

Do you require the streets to be closed in advance of the event for "set up" ? _____ YES _____ NO

If YES, Date: _____ and time: _____ am/pm for streets to be closed.

If any street is to be closed, when can the street be reopened?

Date: _____ and time: _____ am/pm

If your event is a parade, list the types of groups that will be in your parade: _____

Will there be **any type of alcoholic beverages** at your event? _____ YES _____ NO

-If "yes", do you have or have you applied for an F2 or other required liquor permit?

_____ yes _____ no

-If no explain:

Will there be a band or other amplified music at your event? _____ YES _____ NO

If "yes", please give details. There are city ordinances restricting the use of amplified music.

Will your event require any equipment, resources or assistance from the city such as barricades, electrical outlets, no parking signage, traffic control, security, assistance with event parking, etc? _____ YES _____ NO

-If "yes", please describe your requirements in detail:

Are there any other requests or special instructions for your event? Describe in detail: _____

INCLUDE WITH APPLICATION

- **MAP** Applicant *must* attach a clearly marked map on an 8½ x 11 piece of paper with a drawing of the route/streets/location you are requesting to use.
- **REGISTRATION FORM** If participants will be running, walking, biking or otherwise using any city street you must attach a copy of your Participant Registration Form to this application (parades are exempt). The Participant Registration Form must clearly state... "the course to be used for the event is not a closed course and traffic will be maintained".
- **INSURANCE POLICY OR A CERTIFICATE OF INSURANCE** that includes a minimum liability coverage of \$1,000,000 and the provision that the City of Sylvania is included as an Additional Insured. (May be submitted no less than 20 days prior to event).
- **PRE-EVENT RESIDENT/BUSINESS NOTIFICATION LETTER**
- **APPLICATION FEE**

The applicant hereby agrees to save and hold the City of Sylvania, Ohio harmless from any and all liability or damage growing out of the permitted event.

Your application cannot be considered without this required information. This application must be mailed or brought to the Sylvania Police Records Office. If your event is assessed a Permit Fee you will be notified and your event cannot occur until your Permit Fee is received. If you have any questions, please call the office of the Safety Director at 419-885-8969.

Applicant signature: _____ Date: _____

Address: _____ Phone: (____) _____

e-mail: _____
Revised 1/2024



6730 Monroe St.
Sylvania, Ohio 43560

FESTIVAL, EVENT or ASSEMBLY PERMIT
[SMC: 311.02, 705.04, 1519.02]

INVOICE

Name/Title of event: _____

Type of event: ____ parade ____ running-biking ____ assembly ____ other _____

Person, group or organization sponsoring: _____

Event contact person: _____

Phone number: () _____ e-mail: _____

EVENT FEES

Street Department \$ _____ Parks and Forestry \$ _____

Police Department \$ _____ Other: \$ _____

Electrical \$ _____

Conditions Required for event _____

Permit Fee: \$ _____, is non-refundable and must be received prior to the event.

Make check payable to: City of Sylvania

**Check must be delivered to: Sylvania Police Division
6635 Maplewood Ave
Sylvania, Ohio 43560**



6730 Monroe St.
Sylvania, Ohio 43560

FESTIVAL, EVENT or ASSEMBLY PERMIT
[SMC: 311.02, 705.04, 1519.02]

Name/Title of event: _____

Type of event: _____ parade _____ running-biking _____ assembly _____ other _____

Person, group or organization sponsoring: _____

Event contact person: _____

Phone number: () _____ e-mail: _____

Special Event Fee: \$ _____ of has been received prior to the event.

Conditions Required for event _____

Permit Fee Received: Date _____ Receiving Person: _____

_____ Check _____ Cash _____ Receipt number _____

Approved _____ Date _____

Director of Public Safety

Permit is not valid until signed by the Director of Public Safety

311.02 PARADES AND ASSEMBLAGES; BLOCK PARTIES.

(a) No person, group of persons or organization shall conduct or participate in any parade, assemblage or procession other than a funeral procession upon any street or highway, or block off any street or highway area, without first obtaining a permit from the Director of Public Safety.

Applications for such permits shall be made on such forms as may be prescribed and shall contain such information as is reasonably necessary to a fair determination of whether a permit should be issued. Applications shall be filed not less than ninety (90) days before the time intended for such parade, procession or assemblage.

The permit may be refused or cancelled if:

- (1) The time, place, size or conduct of the parade including the assembly areas and route of march would unreasonably interfere with the public convenience and safe use of the streets and highways.
- (2) The parade would require the diversion of so great a number of police officers to properly police the line of movement, assembly area and areas contiguous thereto so as to deny normal police protection to the Municipality.
- (3) The parade route of march or assembly areas would unreasonably interfere with the movement of police vehicles, fire-fighting equipment or ambulance service to other areas of the Municipality.
- (4) The parade would unreasonably interfere with another parade for which a permit has been issued.
- (5) The information contained in the application is found to be false, misleading or incomplete in any material detail.
- (6) An emergency such as a fire or storm would prevent the proper conduct of the parade.

The permit or any order accompanying it may limit or prescribe reasonable conditions, including the hours, the place of assembly and of dispersal, the route of march or travel and the streets, highways or portions thereof which may be used or occupied.

(b) No person, group of persons or organization shall conduct or participate in any block party, without first obtaining a permit from the Director of Public Safety.

Applicants for such permits shall be made on such forms as may be prescribed and shall contain such information as is reasonably necessary to a fair determination of whether a permit should be issued. Applicants shall be filed not less than fourteen (14) days before the time intended for such block party.

(c) Whoever violates any provision of this section is guilty of a minor misdemeanor on a first offense; on a second offense within one year after the first offense, the person is guilty of a misdemeanor of the fourth degree; on each subsequent offense within one year after the first offense, the person is guilty of a misdemeanor of the third degree.

(Ord. 39-2024. Passed 3-4-24.)

509.08 UNNECESSARY NOISES.

(a) No person or persons, whether actual persons or legal entities, shall make, continue or cause to be made or continued any loud, unnecessary or unusual noise, or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of common sensibilities within the City.

(b) The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this section, but such enumeration shall not be deemed to be exclusive, namely:

- (1) Horns, signal devices, etc. The sounding of any horn or signal device on any automobile, motorcycle, bus, or other vehicle while stationary, except as a danger signal when an approaching vehicle is apparently out of control; or on any vehicle in motion only as a danger signal after or as brakes are being applied and deceleration of the vehicle is intended. The creation by means of any such signal device of any unreasonable, loud, or harsh sound or the sounding of any such device for any unnecessary and unreasonable period of time.
- (2) Defect in vehicle. To use any automobile, motorcycle or other vehicle so out of repair or so loaded, or so constructed, adjusted or maintained as to create loud or unnecessary noise.
- (3) Steam, air or electric whistles or sirens. To blow any steam or air whistle or electric siren except to give notice of time to begin or stop work or as a warning of danger. This section shall not apply to any emergency siren either permanently located or on emergency vehicles.
- (4) Construction or repair of buildings. To create, demolish, alter or repair any building other than between the hours of 7:00 a.m. and 9:00 p.m., except in case of urgent necessity in the interest of public safety and then only with a written permit from the Mayor and in strict conformity with such permit.
- (5) Loading, unloading, closing or opening boxes, crates, etc. The creation of loud and excessive noise in connection with loading or unloading of any vehicle or the opening, closing or destruction of any boxes, bales, crates, or containers, especially if such loud and excessive noise occurs between the hours of 9:00 p.m. and 7:00 a.m.
- (6) Loud speakers and amplifiers. Use of mechanical loud speakers or amplifiers on trucks or vehicles or outside of a building or through an open door or window unless a permit is granted for such use by the Mayor and then only in strict conformity with the provisions of such permit.
- (7) Radios, phonographs, etc. To operate any radio, phonograph, television set or any musical instrument in such manner or with such volume as to annoy or disturb the quiet, comfort or repose of persons in any dwelling, hotel, motel or other type of residence particularly between the hours of 11:00 p.m. and 7:00 a.m.
- (8) Drums, etc. The use of any drum, pail, bell, trumpet or loud speaker or other instrument or device for the purpose of attracting attention or intended to attract attention to any performance, show, sale or display of merchandise except upon written permission first obtained from the Mayor and then only in strict conformity with the provisions of such permit.
- (9) Exhausts. The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, motor vehicle, motorcycle or motor scooter or motor bicycle except through a muffler or other device which will effectively prevent loud and excessive noises therefrom.
- (10) Schools, courts, churches and hospitals. The creation of any excessive noise on any street adjacent to any church, school, institution or court while the same is in session, or adjacent to any hospital, which unreasonably interferes with the workings of such institutions, provided conspicuous signs are displayed in such streets indicating the same is a church, school, hospital or court street.

(c) Whoever violates this section is guilty of a minor misdemeanor.

(Ord. 58-91. Passed 7-1-91.)

705.04 PERMIT REQUIRED FOR EXHIBITION.

Applications for boxing exhibitions shall be made to the Boxing Commission. It shall be the duty of the Boxing Commission to make, or cause to be made, a thorough investigation of all such applications to determine the financial responsibility and general character of the applicants, the fitness of the prospective participants in the boxing exhibitions proposed and such other matters as may be pertinent to the granting of the application. The Boxing Commission shall report the results of its examination to the Mayor, with the recommendation whether each such application should be granted or not. The Mayor may grant such permits in accordance with State laws. Permits shall be issued in writing upon forms prescribed by the Boxing Commission. No boxing exhibition shall be held within the City unless authorized by such permit. (Ord. 39-70. Passed 8-3-70.)

1519.02 PUBLIC EXHIBITION PERMIT REQUIRED; FEE; BOND; RECORDS.

(a) A licensed exhibitor of fireworks who wishes to conduct a public fireworks exhibition within the Municipality shall apply for approval to conduct the exhibition to the Fire Chief and from the Police Chief or other similar chief law enforcement officer, or the designee of the Police Chief or similar chief law enforcement officer.

The required approval shall be evidenced by the Fire Chief or Fire Prevention Officer and by the Police Chief or other similar chief law enforcement officer, or the designee of the Police Chief or similar chief law enforcement officer, signing a permit for the exhibition, the form for which shall be prescribed by the State Fire Marshal. Any exhibitor of fireworks who wishes to conduct a public fireworks exhibition may obtain a copy of the form from the Fire Marshal or, if it is available, from the Fire Chief, Fire Prevention Officer, Police Chief or other similar chief law enforcement officer, or the designee of the Police Chief or similar chief law enforcement officer.

(b) Before a permit is signed and issued to a licensed exhibitor of fireworks, the Fire Chief or Fire Prevention Officer in consultation with the Police Chief or other similar chief law enforcement officer, or a designee of such Police Chief or similar chief law enforcement officer, shall inspect the premises on which the exhibition will take place and shall determine that, in fact, the applicant for the permit is a licensed exhibitor of fireworks. Each applicant shall show the applicant's license as an exhibitor of fireworks to the Fire Chief or Fire Prevention Officer.

The Fire Chief or Fire Prevention Officer and the Police Chief or other similar chief law enforcement officer, or a designee of such Police Chief or similar chief law enforcement officer, shall give approval to conduct a public fireworks exhibition only if satisfied, based on the inspection, that the premises on which the exhibition will be conducted allow the exhibitor to comply with the rules adopted by the Fire Marshal pursuant to Ohio R.C. 3743.53(B) and (E) and that the applicant is, in fact, a licensed exhibitor of fireworks. The Fire Chief or Fire Prevention Officer in consultation with the Police Chief or other similar chief law enforcement officer, or a designee of such Police Chief or similar chief law enforcement officer, may inspect the premises immediately prior to the exhibition to determine if the exhibitor has complied with the rules, and may revoke the permit for noncompliance with the rules.

(ORC 3743.54; AO)

(c) The Fire Chief or Fire Prevention Officer and the Police Chief or other similar chief law enforcement officer, or a designee of such Police Chief or similar chief law enforcement officer, shall not issue a permit until the applicant pays a permit fee of fifty dollars (\$50.00) plus any necessary costs of investigation of the applicant and of inspecting the premises on which the exhibition will be conducted.

Each exhibitor shall provide an indemnity bond in the amount of at least one million dollars (\$1,000,000), with surety satisfactory to the Fire Chief or Fire Prevention Officer and to Police Chief or other similar chief law enforcement officer, or a designee of such Police Chief or similar chief law enforcement officer, conditioned for the payment of all final judgments that may be rendered against the exhibitor on account of injury, death or loss to persons or property emanating from the fireworks exhibition, or proof of insurance coverage of at least one million dollars (\$1,000,000) for liability arising from injury, death or loss to persons or property emanating from the fireworks exhibition. The Legislative Authority may require the exhibitor to provide an indemnity bond or proof of insurance coverage in amounts greater than those required by this subsection. The Fire Chief or Fire Prevention Officer and Police Chief or other similar chief law enforcement officer, or a designee of such Police Chief or similar chief law enforcement officer, shall not issue a permit until the exhibitor provides the bond or proof of the insurance coverage required by this subsection.

(Ord. 28-2024. Passed 4-1-24; Ord. 39-2024. Passed 3-4-24.)

(d) (1) Each permit for a fireworks exhibition issued by the Fire Chief or Fire Prevention Officer and by the Police Chief or other similar chief law enforcement officer, or a designee of such Police Chief or similar chief law enforcement officer, shall contain a distinct number, designate the Municipality, and identify the certified Fire Safety Inspector, Fire Chief or Fire Prevention Officer who will be present before, during, and after the exhibition, where appropriate. A copy of each permit issued shall be forwarded by the Fire Chief or Fire Prevention Officer and by the Police Chief or other similar chief law enforcement officer, or a designee of such Police Chief or similar chief law enforcement officer, issuing it to the Fire Marshal, who shall keep a record of the permits received. A permit is not transferable or assignable.

(2) The Fire Chief, Fire Prevention Officer and Police Chief or other similar chief law enforcement officer, or a designee of such Police Chief or similar chief law enforcement officer, shall keep a

record of issued permits for fireworks exhibitions. In this list, the Fire Chief, Fire Prevention Officer, Police Chief or other similar chief law enforcement officer, or a designee of such Police Chief or similar chief law enforcement officer, shall list the name of the exhibitor, the exhibitor's license number, the premises on which the exhibition will be conducted, the date and time of the exhibition and the number of the permit issued to the exhibitor for the exhibition.

(e) The governing authority having jurisdiction in the location where an exhibition is to take place shall require that a certified Fire Safety Inspector, Fire Chief, or Fire Prevention Officer be present before, during, and after the exhibition, and shall require the certified Fire Safety Inspector, Fire Chief, or Fire Prevention Officer to inspect the premises where the exhibition is to take place and determine whether the exhibition is in compliance with this chapter and Ohio R.C. Chapter 3743. (ORC 3743.54)