



Phone: 216.664.2484 ▪ Hours of Operation: 9 am to 5 pm Weekdays ▪ Fax: 216.420.8122

Special Events Planning Guide

Events with Street Closures and/or Alcohol	Events in Parks
<p>Pre-Event</p> <p>Minimum (90) Days</p> <ul style="list-style-type: none"> ✓ Submit Special Events Application ✓ Site Plan ✓ 501(C)(3) and Certificate of Exemption (if applicable) ✓ Preplanning Meeting with Cleveland Division of Police <p>Minimum 60 Days -</p> <ul style="list-style-type: none"> ✓ Meet with Special Events Steering Committee ✓ Submit Traffic Modification Plan <p>Minimum of 30 Days</p> <ul style="list-style-type: none"> ✓ Final Special Events Application and Rental Fees ✓ Final Site Plan ✓ Certificate of Insurance ✓ City Council Ordinance Approval (if applicable) ✓ Alcohol Permit ✓ Street Closure Permit ✓ Submit List of Participating Vendors ✓ All Required City of Cleveland Permits <p>Post Event - Minimum (30) Days</p> <ul style="list-style-type: none"> ✓ After Action Meeting with Special Events Staff ✓ Secure Future Dates 	<p>Pre-Event</p> <p>Minimum (60) Days</p> <ul style="list-style-type: none"> ✓ Submit Special Events Application ✓ Site Plan ✓ 501(C)(3) and Certificate of Exemption (if applicable) ✓ Preplanning Meeting with Cleveland Division of Police <p>Minimum (45) Days -</p> <ul style="list-style-type: none"> ✓ Meet with Special Events Steering Committee <p>Minimum of 30 Days</p> <ul style="list-style-type: none"> ✓ Final Special Events Application and Rental Fees ✓ Final Site Plan ✓ Certificate of Insurance ✓ City Council Ordinance Approval (if applicable) ✓ Submit List of Participating Vendors ✓ All Required City of Cleveland Permits <p>Post Event - Minimum (30) Days</p> <ul style="list-style-type: none"> ✓ After Action Meeting with Special Events Staff ✓ Secure Future Dates



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PERMIT CHECKLIST

This Section will help you identify the necessary permits required to host an Event in the City of Cleveland. Please contact the respective departments to obtain the necessary permit applications.

Office of Special Events (216.664.2484)

- ✓ Use of City of Cleveland Parks, Shelters and Playgrounds
- ✓ Use of Cleveland Cultural Gardens and Rockefeller Greenhouse
- ✓ Use of Cleveland Cemeteries
- ✓ Use of Cleveland Parking Lots
- ✓ Use of Cleveland City Hall Rotunda
- ✓ Parades/Processions/Marches/Runs/Races

Division of Assessments and Licenses (216.664.2060)

- ✓ Street or Lane Closure Permit
- ✓ Street or Lane Obstruction Permit
- ✓ Sidewalk Obstruction Permit
- ✓ Amplified Noise Permit
- ✓ Vendor License

Cleveland Division of Police (216.623.5000/216.623.5027 – www.com.ohio.gov/liqr)

- ✓ Alcohol (F2/F) Permit
(Please note for Events held on the Street; the name on the Liquor license/permit must be the same name that is indicated on the Street Closure Permit.)

Cleveland Department of Public Health (216.664.4599/216.664.4925 – www.clevelandhealth.org)

- ✓ Food Vendor Sales (Temporary Food Service License)
- ✓ Food Truck Vendor Sales (Mobile Food Service Operation License)

Cleveland Department of Building & Housing (216.664.6424)

- ✓ Tent Permit (Required for Tents larger than 10'x10')
- ✓ Stage/Platform/Scaffolding Permit
- ✓ Carnival Ride Permit
- ✓ Temporary Change of Use Permit
- ✓ Refrigeration Permit
- ✓ Electrical Permit
- ✓ Generator Permit

Cleveland Division of Fire (216.664.6664)

- ✓ Generator Permit
- ✓ Hazard Substance Permit (Required When Use of Propane, Gasoline, or any Flammable Substance)
- ✓ Fireworks/Pyrotechnics Permit



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SITE PLAN/ ROUTE MAP INFORMATION

Your event site plan/route map must be submitted with your completed application. They can be developed using printed map of the event site or route from the internet. However, it is the best practice to do a map using one of the many programs out on the market (some free and some are not) and overlaying them on a map.

Regardless of the method used, you will be expected to provide a site plan and a map of the entire event venue to include the following items at a minimum:

A Clear and legible site plan or Route Map should include the following:

- ✓ All streets or areas accessing the venue and the surrounding areas. If the event involves moving route of any kind (as in a Race, Run, Rally, or Parade) the direction of travel and all street and/or lane closures must be indicated, too.
- ✓ Entrance and Exit locations for outdoor events that are fenced in and/or locations with tents and tent structures.
- ✓ Highlight the perimeter of fencing, barrier, and/or barricades. You must indicate any removable fencing, barriers, and/or barricades for emergency access.
- ✓ Show a minimum of 20 feet wide unimpeded emergency access lanes throughout the event venue.
- ✓ Indicate cash box/money storage locations.
- ✓ Indicate generator locations and/or sources of electricity.
- ✓ Placement of vehicles and/or trailers (Food Trucks, RVs, Production, Commercial Vehicles, Storage Pods, etc.).
- ✓ Any stages, platforms, or scaffolding must be shown on site plan along with the sizes.
- ✓ Location of all Spectator and Participant Seating (i.e. Chairs, Bleachers, and/or Grandstands)
- ✓ List all sized Tents or Canopies that will be onsite.
- ✓ List all Portable Restrooms and Hand-Washing Stations
- ✓ Location of Food Sales, and Cooking Areas, trash containers, dumpsters, and other temporary structure.
- ✓ A detailed or close-up of the food booth and cooking area configurations including booth identification of all vendors cooking with flammable gas or barbecue grills.
- ✓ Other related event components not listed above.



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EVENT SECURITY PLAN

A written Security Plan must be submitted to the Cleveland Police Special Events Coordinator NO LATER THAN 60 DAYS PRIOR TO THE DATE OF YOUR EVENT and must be approved by the City of Cleveland, Chief of Police or his/her designee.

Once the written security plan has been submitted, the Cleveland Division of Police will review the plan and retains the final authority to require a minimum number of licensed private security guards, volunteers, staff positions as well as police officers and traffic controllers necessary to staff your proposed event.

The Cleveland Division of Police has final authority over your event's safety requirements. If the number of Private Security & Law Enforcement Professionals approved by the Police Department is not provided, and/or proves inadequate, the Cleveland Division of Police maintains the right to shut down any or all components of your event, including the authority to conclude alcohol sales, and/or to provide additional police services that will be billed directly to the event organizer at the contractual rates for staffing and equipment.

Areas within your venue which have a likelihood of motor vehicle intrusion are required to be protected with a barrier suitable for stopping / deflecting motor vehicles.

Large events may be required to provide a 15' X 30' area with an unobstructed view for the Cleveland Division of Police, Sky-Watch Mobile Observation Platform.

The following staffing guidelines indicate the minimum level of Law Enforcement and Security staffing for the event based on; projected attendance, nature of event, location, time of day, serving of alcohol, historical review, target age group, simultaneous events, road closures, and extraneous factors as identified by the City?

- ✓ **EVENTS WITHOUT ALCOHOL:**
 - Two (2) Law Enforcement Professionals and one (1) Security Professional for every 250 persons in projected attendance.
- ✓ **EVENTS WITH ALCOHOL (Liquor Control Board Permit Required):**
 - Two (2) Law Enforcement Professionals and One (1) Security Professional for every 100 persons in projected attendance.

NOTE: THE ABOVE NUMBERS REQUIRE A RELIEF FACTOR OF 1 to 5, AS WELL AS A POLICE SUPERVISOR FOR EACH 5 OFFICERS ON A DETAIL. I.e. 5 Officers require a sixth Officer as relief as well as a Supervisor Total of 7, 10 Officers require 2 relief Officers and 2 Supervisors Total of 14, etc...

NOTE: Inadequate staffing by the Security provider based on the aforementioned amount of positions requiring supplementation by on-duty Police or disorder requiring on-duty Police response will be billed according to the following contractual rates.

NOTE: The Onsite Law Enforcement Supervisor maintains authority to require conclusion of alcohol sales.



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Is a Security Firm (Consultant) involved in the development of the Event Security Plan? If “Yes”, your plan will need to provide the following:

- NAME OF AGENCY AND/OR PERSON:
- ADDRESS:
- NAME OF POINT OF CONTACT:
- PHONE OF POC:
- E-MAIL of POC:

You or your Security Firm will need to address the following elements in the Event’s Written Security Plan:

- ✓ Staffing Needs (Private Security & Law Enforcement Professionals). NOTE: Off-duty Police Officers are not permitted to check ID’s concerning alcohol consumption.
- ✓ Deployment Locations (Where will your Security/Law Enforcement Professional be located?).
- ✓ Schedule of Shifts (include relief activities).
- ✓ Threat & Vulnerability Assessment (primary concerns/hazards/risks for you events)?
- ✓ Describe the credentialing process for your attendees (Entrance to the event, badging, identification of staff, etc.).
- ✓ Lost Person Re-Unification & Alerting Plan (How will a lost person be announced reported to your event’s patrons/participants? Where will your event’s lost person re-unification site be located at your event?)
- ✓ Evacuation plan.
- ✓ The Security Plan will include a list of restricted items and a policy for addressing same.
- ✓ Site Map (See samples for details of on what Site Map must contain).
- ✓ If the event involves the dispensing of alcohol your plan must indicate the time alcohols sales will Begin, Last Call and Conclude. Areas designated for alcohol dispensing and consumption shall have positive access control measures by Security Officers (non-Law Enforcement) conducting bag and personnel checks to ensure outside alcohol is not introduced into or removed from the venue.

The below items should be considered when planning your event security staffing:

Aggravating Factors	Mitigating Factors
Increased Security Requirements	Decreased Security Requirements
Night-Time Event	Day Time Event
Outdoor Event	Indoor Event



CITY OF CLEVELAND
Mayor Frank G. Jackson

City of Cleveland
Department of Public Works
Office of Special Events & Marketing
Cleveland Public Auditorium
500 Lakeside Avenue
Cleveland, Ohio 44114

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Alcohol Use / Sales	Alcohol Free Event
Free Events / Ticket Sales at Door	Pre-Sale Admission Only
Multiple Events on Same Day	Short Duration of Event
Regional Advertising	Invitation Only Events
Previous Event Negative History	Previous Event Positive History
Younger Age of Expected Attendees	Older Age of Expected Attendees
Larger Venue	Smaller Venue
Traffic Control Needed	Traffic Control Not Needed
Ambient / Street Lighting	Extra Lighting
Cash Protection Needed	Cash Protection Not Needed
Amplified Sound	A Capella or Acoustic Music
Potential Opposition to Event	
Live Band or DJ	
Smoke / Pyrotechnics	

EVENTS WITH ALCOHOL

If your event involves the sale/consumption of Alcoholic Beverages, you and/or your organization are legally liable for any consumption and/or possession of alcohol by a minor.

For a temporary license to dispense alcohol, contact the State of Ohio Liquor Control Board at (614) 387-7407 or obtain a Liquor Permit Application from <http://www.com.ohio.gov/liqr/>.

Forward the completed, notarized application to the appropriate Neighborhood District Commander's Office after notarization.

District Commander's Office contact numbers:	
District 1	216-623-5105
District 2	216-623-5205
District 3	216-623-5305
District 4	216-623-5405
District 5	216-623-5505



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The Special Event Applicant must submit copy of Approved Liquor Control Board permit to the Office of Special Events Steering Committee as part of the Security Plan.

REMINDER: The Liquor Permitting process can take up to 30 days.

TRAFFIC MODIFICATION PLAN

If your special event impacts the normal traffic flow (vehicle & pedestrian) outside of your venue, the Cleveland Police Traffic Commissioner may require police services in addition to those needed to directly support the event. In order to accommodate your event, will you be required to modify the normal traffic flow or close any street or road to prevent patron-vehicle accidents? If yes, you will need to develop a Traffic Control Plan & map.

NOTE: The Traffic Modification Plan & map is due NO LATER THAN 45 DAYS PRIOR TO THE DATE OF YOUR EVENT and must be approved by the Cleveland Police Traffic Commissioner or his/her designee.

The Traffic Control Plan & map needs to include the following:

- ✓ Where will the modifications/closures occur? (Describe locations, lane closures, methods & locations of modifications/closures).
- ✓ Type of barrier used to facilitate the modifications/closures, (e.g. Vehicle, Jersey Barrier, cones, etc.).
 - *Event Promoters are responsible for providing Barriers, Cones etc. that meet the requirements of Cleveland Police, Bureau of Traffic.*
- ✓ Times for each modification/closure.
- ✓ Deployment Locations (Where will your Security/Law Enforcement Professional be located?)
 - *Individuals allowed to direct traffic are outlined in City Ordinance City of Cleveland Codified Ordinance (403.01)*
- ✓ Schedule of Shifts (include relief activities).

Has the Cleveland Police, Bureau of Traffic been contacted or assisted in the developing the above-referenced Traffic Modification Plan? If “Yes”, provide the following:

- NAME OF POINT OF CONTACT:
- PHONE OF POC:
- E-MAIL of POC:

NOTE: The Cleveland Police, Bureau of Traffic has final authority over your event’s traffic requirements. If the number of traffic control officers approved by the Police Department is not provided, and/or proves inadequate, the Cleveland Police, Bureau of Traffic maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the event organizer at the contractual rates for staffing and equipment.

NOTE: If Cleveland Law Enforcement Officers are required to supplement hired security by directing traffic charged for those services will be incurred. Individuals allowed to direct traffic are outlined in City Ordinance City of Cleveland Codified Ordinance (403.01)



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MEDICAL PLAN

The participants at a special event may require medical attention in the event of illness or injury. Planning for the provision of medical care for participants is essential, for both humanitarian and legal reasons. Hence, the goal of a Medical Plan is to ensure the proper and adequate medical services are in place to protect the health and safety of the participants at a special event function.

MEDICAL SERVICES RESOURCE DETERMINATION JOB AID

The following guidance was developed based off several Special Events Contingency Planning Guides through open source searches of the internet. Regardless, the following matrix is a basic resource matrix for emergency medical services that can be used to develop your medical plan for your special event:

Medical Services Resources Matrix – Fixed Location Events

Anticipated Crowd Size (Patrons, etc.)	Medical Personnel Needed:	First Aid Station:
0 – 499	2 (Basic First Aid Training Only)	1
500 – 999	2 (EMT-Basic or higher)	1
1000 – 1999	4 (EMT-Basic or higher)	1
2000 – 4999	6 (EMT-Basic or higher)	1
5000 – 9999	8 (EMT-Basic or higher)	2
10000 – 19990	12 (EMT-Basic or higher)	2
20000+	22+ (EMT-Basic or higher; +1 for every 1000 person increase over 20000)	4+

NOTE: Medical Aid Stations are fixed areas where medical services are provided. These areas can be a building, tent, room in a building, or a vehicle dedicated to medical treatment services (e.g. an EMS Squad).

RACE EVENTS & PARADES

Races and parades pose special medical challenges that are in addition to the use of medical aid stations. Since races and parades require people to move from point-to-point in some structured fashion, they will require the employment/use of Mobile Medical Teams (MMT). MMTs are composed of two people: a driver and a medical professional:

Medical Services Resources Matrix – Race, Run, & Parade Events

Anticipated Crowd Size (Patrons, etc.)	Medical Personnel Needed:	Medical Aid Station:	Mobile Medical Teams:
0 – 499	3 (Basic First Aid Training Only) + 1 Driver	1	1
500 – 999	3 (EMT-Basic or higher) + 1 Driver	1	1
1000 – 1999	6 (EMT-Basic or higher) + 2 Driver	1	2
2000 – 4999	9 (EMT-Basic or higher) + 3 Drivers	1	3
5000 – 9999	12 (EMT-Basic or higher) + 4 Drivers	2	4
10000 – 19990	16 (EMT-Basic or higher) + 4 Drivers	2	4
20000+	27+ (EMT-Basic or higher) + 5+ Drivers (+2 for EMT-B or higher & +1 Driver every 1000 person increase over 20000)	4+	5+



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INCLEMENT WEATHER PLAN

The City of Cleveland can experience severe weather in the form of blizzards, heavy snowfall, severe thunderstorms, tornadoes, extreme heat/cold episodes, heavy rain, etc. Therefore, depending upon the time of the year your special event is going to be held, you will need to consider the potential for extreme weather incidents, and the following are items that should be considered when planning your event:

OUTDOOR EVENTS

✓ ***High/Extreme Heat***

- City of Cleveland may issue a Heat Emergency if the Heat Index reaches 105°F or greater.
- Regardless of whether a Heat Emergency is issued by Cleveland or not, it is highly recommended that you consider cooling stations and/or water points for you patrons/participants if weather is expected to be warm.

NOTE: Per FEMA guidance, plan for Five (5) Quarts (1.25 Gallons) of Drinking Water per person per day. Higher heat and humidity may require more water per person. Guidance regarding water needs can be found on the following page.

✓ ***Extreme Cold***

- A local environmental condition resulting in the Air Temperature of -15 degrees Fahrenheit with a Wind Speed of 30 MPH may result in a declaration of an extreme cold emergency by the City of Cleveland.

✓ ***Thunderstorms, Wind Storms, and Tornadoes***

- Thunderstorms can “pop-up” and occur at any time, and predictability can be difficult. Thunderstorms can produce dangerous lightning, high winds, hail, and/or a tornado.
 - Event Organizers must identify shelter areas from lightning, flying debris (from winds), and/or tornados.

NOTE: Make sure shelter areas can accommodate the number of patrons/participants at your event; you may have to locate several.



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INCLEMENT WEATHER PLAN

When high heat and humidity are expected, the chart below will assist in determining the appropriate amount of water needed for your event.

<i>Amount of Drinking Water per Person per Day:</i>		
Number of Patrons/Participants:	Drinking Water Required per Day (Quarts)	Drinking Water Required per Day (Gallons)
1	5	1.25
10	50	12.5
20	100	25
30	150	37.5
40	200	50
50	250	62.5
60	300	75
70	350	87.5
80	400	100
90	450	112.5
100	500	125
150	750	187.5
200	1000	250
250	1250	312.5
300	1500	375
500	2500	625
750	3750	937.5
1000	5000	1250
1250	6250	1562.5
1500	7500	1875
2000	10000	2500
3000	15000	3750
4000	20000	5000
5000	25000	6250
7500	37500	9375
10000	50000	12500



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FOOD AND BEVERAGE CONCESSION

Events that offer food and other items for sale may require special permitting and/or inspection of these items and the areas from the Cleveland Department of Health.

EVENTS WITH FOOD CONCESSIONS AND PREPARATION:

- ✓ If your event offers food for sale, all vendors must obtain a Temporary Food Event License. (NOTE: These are licensed by the Cleveland Department of Public Health, and processed by the Division of Assessments for your Event only)

- ✓ Mobile Food Vendors must hold a valid/current State of Ohio Mobile Food Service or Mobile Retail Food Establishment license, as well as, Assessments and Licenses credentials for Mobile Food Shops.
 - Type of vendor that applies is as follows:
 - Concession Trailer/Truck
 - Pushcart
 - Knockdown Concession
 - Frozen Food Truck/Cart
 - Catering Type Truck
 - Soft Serve Ice Cream Truck
 - Mobile Cooker/BBQ Pit

- ✓ For events with five or more participants, it is recommended that the Event Organizer or a designated person acquire applications from the Division of License and Assessments and distribute them to the operators.

- ✓ No one person shall be issued more than ten (10) temporary licenses per year. Temporary Licenses shall be effective for not more than five (5) consecutive days.

- ✓ **LICENSE FEES (2016)** (NOTE: Each individual booth is required to obtain a temporary food service license and to adhere to HEALTH DEPARTMENT'S GUIDELINES.)
 - \$100.00 for a commercial temporary food service license
 - \$50.00 for a temporary non-commercial food service license. Must provide proof with application materials.
 - \$369.39 for a state mobile food service license

NOTE: If you are utilizing generators, wood, charcoal, or propane you must obtain an additional permit from the Cleveland Division of Fire at (216) 664-6664. Temporary and Annual permits are available for a fee.

Questions regarding this section please contact the Cleveland Department of Health at 216-664-4599.



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RESTROOM AND HAND HYGIENE UNITS/FACILITIES

You may be required to provide portable restroom and hand hygiene units / facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities available to the public during your event, in the immediate area of the event site. Site plan should include placement of all port-a-johns and hand hygiene units. **Sanitation, Refuse, Collection equipment should not obstruct any public right a ways. ADA Compliance Requirements can be found at ADA Title I, II, & III, 28 CFR Part 36. You may also wish to review information at <http://www.ada.gov>**

NOTE: Equipment pick up must be made immediately following the event. For questions regarding this section please contact the Office of Special Events. Guidance regarding Determining Facility Needs can be found below.

RESTROOM TOILET, URINAL, & HANDWASHING PROVISIONS DETERMINATION JOB AID

Per the *FEMA's Special Events Contingency Planning Job Aid Manual, March 2005*, the following is a breakdown of restroom and handwashing (hand hygiene) provisions that need to be considered for special events venues:

Events where Alcohol is being offered / consumed:

1. One Toilet per 100 females.
2. One Toilet and one Urinal per 100 males (or two Urinals & two Toilet per 500 Males)
3. 10% of all toilet units must be ADA compliant.
4. A Minimum of one handwashing (hand hygiene) facility/unit per one toilet (or 20% of total toilets needed if more than 200 patrons).

Events where Alcohol is not being offered / consumed:

1. One Toilet per 200 females.
2. One Toilet and one Urinal per 200 males (or two Urinals & one Toilet for 1000 Males).
3. 10% of all toilet units must be ADA compliant.
4. A Minimum of one handwashing (hand hygiene) facility/unit per one toilet (or 20% of total toilets needed if more than 200 patrons).

A reduction in the amount of total number of toilets and handwashing (hand hygiene) facility/units (regardless of alcohol use at the event) can be reduced using the following chart:

Duration of Event Correction Factor:	
<i>Duration/Length of Event:</i>	<i>Quantity of Toilets/Handwashing Units Required:</i>
More than 8 Hours	100%
6-8 Hours	80%
4-6 Hours	75%
Less than 4 Hours	70%



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SANITATION, REFUSE COLLECTION AND RECYCLING

Pursuant to and in upholding the City of Cleveland Code of Ordinance Sections/Chapters 369.08 (Rubbish & Garbage Disposal), 551.04 (Setting out Containers), 551.26 (Illegal Dumping), and 603.041(Disposal of Dog Waste), all special events organizers need to develop a plan of waste/refuse collection for disposal in a legal manner in order to protect the health and safety of the general public. Site plan should include placement of all waste receptacles, dumpster, port-a-johns and hand hygiene units.

NOTE: Cleanup to be conducted immediately following the event. For questions regarding this section please contact Division of Waste Collection at (216) 664-2162. Guidance regarding Determining Equipment Needs can be found on below.

REFUSE (TRASH) & RECYCLING CONTAINER NUMBERS DETERMINATION JOB AID

According to the United States Environmental Protection Agency’s document titled *Municipal Solid Waste Generation, Recycling, and Disposal in the United States: Facts and Figures for 2011* and the Zender Environmental Research Group’s 2008 document *How to Calculate How Many Waste Containers You Will Need for Your Community* the following is a method to help in the determination of how many refuse (trash) containers you may need for your Event.

1. How many (total number) people do you expect at your event? _____
2. How long (in Hours) is your Event scheduled to last? _____
3. Use the answers from #1 & #2 above to plug into the following calculations (Steps):

KNOWN VARIABLES:

- ✓ The Average Weight of Refuse (Trash) that is generated by One Person each Day: **4.40 Pounds/Day**
- ✓ The Average Weight of Refuse (Trash) that is Generated per Hour by One Person: **0.18 Pounds/Hour**
- ✓ The Average Weight of Refuse (Trash) in a Cubic Yard of Refuse (Trash): **175 Pounds/Cubic Yard**

STEP 1: Calculate the Estimated Weight (in Pounds) of the Refuse (Trash) Generated:

= (Total Number of People at the Event) x {(Total Length of the Event [in Hours]) x (0.18 Pounds/Hour/Person)}

EXAMPLE (An Event has 100 people expected to show up, and the Event is expected to last for 5 hours.):

Use the STEP 1 Formula: 100 People x (5 hours x 0.18) = 100 x 0.85 = **90 Pounds**

STEP 2: Calculate the Estimated Cubic Yardage of the Refuse (Trash) Generated using the weight from Step 1’s calculation:

= (Estimated Weight from Step 1’s Calculation) / (175 Pounds/Cubic Yard)

EXAMPLE (An Event has 100 people expected to show up, and the Event is expected to last for 5 hours.):

Use the STEP 2 Formula: 90 Pounds / 175 Pounds/Cubic Yard = **0.514 Cubic Yards**

RULE OF THUMB (Most Events are 6 hours or less in duration):

1. One 55-Gallon Drum can hold 0.25 Cubic Yard of Refuse (Trash); therefore, four 55-Gallon Drums can hold One Cubic Yard of Refuse (Trash).



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2. Figure on one Refuse (Trash) Can (55-Gallon size) for every 40 people or ten Refuse (Trash) Cans for every 400 people.
3. One 10 Cubic Yard Dumpster is required for every 1500 people.

City of Cleveland Dumpster Rental Fee Schedule (14 Aug 2013)		
Dumpster Type	Cubic Yards	Cost per Pick-Up
Roll-Off	10	\$242.00
Roll-Off	20	\$335.00
Roll-Off	30	\$405.00
Roll-Off	40	\$476.00
Roll-Off Compactor	40	\$568.00
Front End Load	2	\$16.00
Front End Load	4	\$20.00
Front End Load	6	\$23.00
Front End Load	8	\$27.00

TRANSPORTATION (PARKING AND SHUTTLE PLAN)

Transportation to and parking availability for your special event can prove challenging. If parking is extremely restrictive and/or your event venue is some distance from a parking area, you may need to consider a shuttle. Regardless of the need for a parking-and-walk plan or a park and shuttle plan, the following items will help you (or your staff) develop a more robust Transportation Plan:

- ✓ Where are parking lots/areas located?
- ✓ *BEST PRACTICE: Show on a the below details on a Map/Site Plan:*
 - Locations of Lots/Areas (use Street Intersections and Corner Directional Orientation)?
 - Number of Parking Spaces Available at each lot/area?
 - Do any of these Parking Lots/Areas require Patrons to Pay, via a pay booth, meter, etc. (Which lots and the cost or cost per a defined amount of time for each)?
 - What are the Operational Times of the Parking Lots/Areas (Open/Close Times, and No Parking Times, if parking on the Streets)?
- ✓ If Street Parking, what side(s) of the Street can people park

Events with Valet Service or Complimentary Parking for Attendees and/or Participants

- ✓ Establish a concession agreement for use of valet parking/shuttle services concerning City owned lots.
- ✓ Pick up and Drop off Locations should be indicated on the Site Plan

Events with a Shuttle Service for Attendees and/or Participants

- ✓ Develop a shuttle plan that indicates the type of vehicle used to transport. (i.e. Golf Carts, ADA Compliant Van, Buses, or Vans)
- ✓ Identify pick-up and drop off locations on the Site Plan
- ✓ Submit a daily schedule of the service to the Office of Special Events