

North Coast Harbor Event Producer Checklist

Select location(s) within North Coast Harbor that your event would like to use. Please reference the property diagram, the location listed on your permit will be the only location(s) you will have access to.

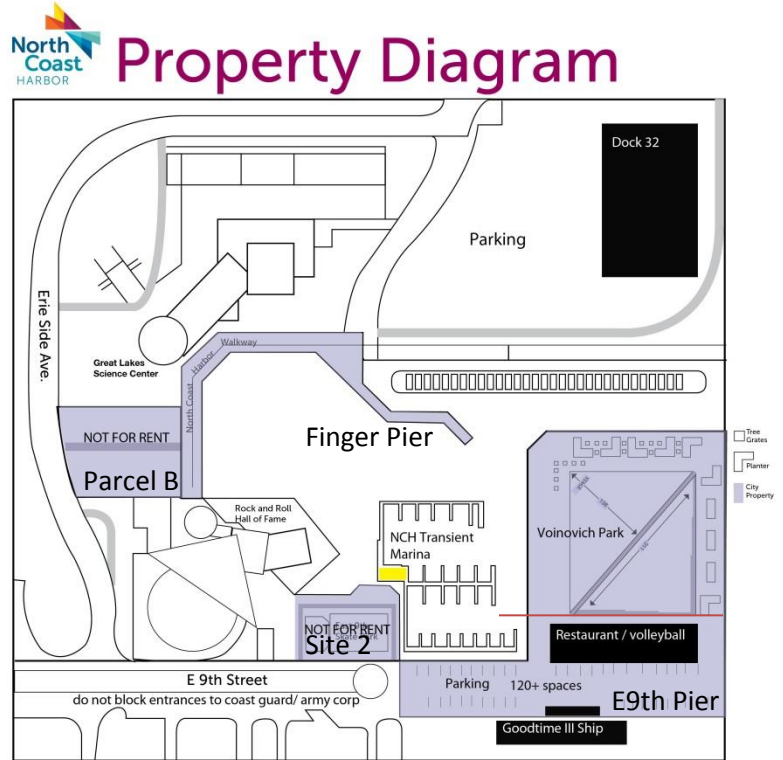
Please check all that apply:

- Voinovich Park
- Eth 9th Street Pier/Parking **must have contractual agreement with Standard Parking to use pier space in addition to permit. Must have written consent from Restaurant & Goodtime III to close pier & lot.
- North Coast Harbor Walkway
- Finger Pier

Please note that the Parcel B and construction site 2 listed on the diagram are unavailable.

Please note the red property line, which delineates Voinovich Park from the parking lot (pier), Nuevo Cleveland and sand volleyball courts

Please see additional site diagram for parking spaces and load in & load out routes for Voinovich Park. Time restrictions may apply.



PLEASE INCLUDE THE FOLLOWING VENDOR LOCATIONS IN YOUR EVENT SITE PLAN (if applicable):

- Dumpster location
- Tent location(s)
- Portable Toilet location(s)
- Fencing perimeter (for ticketed & alcohol events)
- Stage location(s)
- Food Truck(s)/ Food Vendor(s)
- Inflatables/Gaming
- Generators
- EMS/ First Aid

PLEASE NOTE THE FOLLOWING RESTRICTIONS:

- NO staking or driving on grass
- NO drones or kites
- NO site build outs or staging prior to issued permits
- NO blocking access to the Goodtime III office or ship, Army Corp, U.S. Coast Guard, North Coast Harbor Transient Marina/Docks, Nuevo Cleveland, Rock Hall loading dock and E9th Street Pier

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North Coast Harbor Amenities

When planning your event please acknowledge the resources available per location. It is recommended that event producers have a contingency plan should the amenities listed below become unavailable.

RESTROOMS

Two public restrooms are located on the north side of Nuevo Cleveland, south of the sand volleyball courts, and west of E9th Street Pier. The facilities are normally available during park hours dawn to dusk, hours are subject to change without notice. The facilities are cleaned daily by our Downtown Cleveland Alliance Ambassadors. It is at the discretion of the Downtown Cleveland Alliance to lock the facilities should an attendance level of the area compromise the facilities. **All large-scale events must provide additional portable units to accommodate their expected attendance.** It is suggested that event producers pad lock rental units upon delivery, if the event is the following day. Please pay very close attention to the time frame indicated on your City of Cleveland permit when your rental items can arrive, and when they should be removed. Additional fees may apply if units are delivered before the permitted time or left past the permitted time.

WATER

Water may be needed for food vendors, weighting tent barrels and security barricade. Water access in North Coast Harbor is as follows:

1. Voinovich Park

- Planter Hook-Up into our irrigation system. Must plan with DCA no less than 14 days prior to your event.
- Water is safe for drinking and food prep as it comes from our irrigation system which is backflow protected.
- 2 rain keys are available for use and work with a standard garden hose
 - Each rain key costs \$150 to replace. If the connectors are lost/stolen and/or not returned to DCA the event producer will be responsible for paying DCA to replace the rain keys.

2. E9th Pier

- Hydrant - if the water is to fill tent weight barrels, the tent company should pull this permit for you. Note: they will add this fee to your bill.

3. Finger Pier - No water source.

POWER

Power for your event within North Coast Harbor is as follows:

1. Voinovich Park

- Direct connection to 110v GFI (2 circuits available each with 4 GFI receptacles) *****No permits required! Located in box #4 on SOUTHWEST wall of Voinovich Park only. Must organize time for lock/unlock with DCA Project Manager, no less than 14 days prior to your event.**
 - PA System (no bigger than 12ch sound system & 4 speakers)
 - Inflatables
 - Small timer/ cash register
 - NO appliances
- Planter GFI & ground connection throughout underground vaults *****Requires transformers & electrical permit**
 - Turning on the breakers requires a permit; a Certified Electrician must be on site for the duration of your event and a City inspection.
 - 110v up to Quad available
- Generator
 - Larger (diesel) generators will need to be grounded which will require an Electrician & permit from the City.

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Power continued:

2. E9th Street Pier

- o No power source is available. Must rent generators. Larger (diesel) generators will need to be grounded which will require an Electrician & permit from the City.

3. Finger Pier

- o No power source is available. Must rent generators. Larger (diesel) generators will need to be grounded which will require an Electrician & permit from the City.

North Coast Harbor Property Managers Downtown Cleveland Alliance

In April 2013, a contract was signed between the City of Cleveland’s Department of Port Control and Downtown Cleveland Alliance (DCA) to take over the Common Area Maintenance Agreement (CAM) for North Coast Harbor. The contract outlined that DCA would provide professional service regarding property maintenance, management and event planning services at North Coast Harbor. The DCA Ambassadors are present at North Coast Harbor 7 days per week Downtown’s mobile concierge and cleaning staff. Throughout the year, our Ambassadors help pedestrians and motorists with anything from directions to hotels and restaurants to information on construction and events. When planning your event at North Coast Harbor please know there may be some items that are considered **above and beyond** DCA duties and may require additional fees and/or permits by DCA & the City of Cleveland. Below outlines additional services:

CLEANING SERVICES

All events must have a clean-up plan per the City of Cleveland, if your event requires cleaning that is above and beyond the daily scope of responsibilities of Downtown Cleveland Alliance, please know an additional charge will be billed to the event producer. The fee is \$35 per hour, per ambassador. If you would like to hire the DCA Ambassadors to clean your event, a work order must be submitted a minimum of 2 weeks prior to the event.

HARBOR CLEANING

Events requiring clear water ways for swimming or boating (i.e. triathlons) will be responsible for covering the costs related to any additional cleaning to the inner harbor waters. Call for pricing.

POWER WASHING (chalk art and powder paint)

Any event that allows chalk art or powder paint as an activity will be responsible for power washing the area **AFTER** the event to remove all paint and/or chalk powder. **Use of spray chalk or spray paint is prohibited.** If the event producer does not clean the area to the standards of DCA, then DCA will bill the event producer for the service. The fee is \$100 per hour, per ambassador. Please note a site inspection will be done by DCA, photographing the area before and after the event for cleanliness comparison.

POWER WASHING & FOOD VENDORS

Any event that provides food vendors will be responsible for power washing the area **AFTER** the event to remove grease stains. If the event producer does not hire an outside company (for example: JV Janitorial), then DCA will bill the event producer for the service. The fee is \$100 per hour, per ambassador. Please note a site inspection will be done by DCA, photographing the area before and after the event for cleanliness comparison.

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North Coast Harbor Agreement

I, the event producer, understand the above protocol in regard to additional services and fees associated with hosting an event at North Coast Harbor. If my event requires attention that is above and beyond the daily routine of the Downtown Cleveland Alliance, I will make arrangements with DCA or an outside company.

I, the event producer, understand the amenities listed within this document may become unavailable and I, the event producer, will take the steps needed to obtain back up amenities for my event at my expense.

I, the event producer, understand the restrictions for the area and importance of loading in and loading out all vendors, equipment and rentals within the time period of my City of Cleveland permit.

PRINT NAME: _____ Event: _____ Event Date: _____

Signature: _____ Date: _____

Sign, Initial each page & Return to:

Downtown Cleveland Alliance
Attention: Dan Roth
1010 Euclid Ave, 3rd Floor
Cleveland, Ohio 44115

Or Email: DROTH@DOWNTOWNCLEVELAND.COM



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