



City of Kent
Wednesday, February 15, 2023
Special City Council Committee Meeting
320 S. Depeyster Street, Kent, OH 44240

AGENDA

1. **7:15 p.m. Call to Order**
2. **Streets, Sidewalks & Utilities Committee** - Chair Sidoti/ Vice-Chair Wallach
 - 2.1. Special Event Road Closure

Adjournment

Any person who requires an auxiliary aid or service for effective communication or a modification of policies and procedures to participate in any City or City Council public meeting or event should contact the Clerk of Council at 330-676-7555 or councilclerk@kentohio.gov. Any request for auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight hours prior to the event.



COUNCIL MEMORANDUM

To: David Ruller, City Manager
From:
Date: February 15, 2023
Item: 2.1. - Special Event Road Closure

Summary: The KSU Hotel has received a Special Event Application for a road closure for a private event they are holding in June. Consideration is being requested for Council's approval.

Prepared by: Amy Wilkens, Clerk of Council

Attachments: 1. Shiva Wedding Application

APPLICATION FOR SPECIAL EVENT
PARADES, FESTIVALS, CARNIVALS, PUBLIC ASSEMBLIES, ETC.
City of Kent, 319 S. Water Street, Kent, OH 44240

NAME OF EVENT Shiva Wedding

ORGANIZATION SPONSORING EVENT Kent State Hotel

APPLICANT NAME David Schoeffler PHONE 216-310-7360

ADDRESS 215 South Depyster Kent, Ohio 44240

NAMES AND PHONE NUMBERS OF ALL PERSONS WHO ARE IN CHARGE AND/OR WILL BE IN A RESPONSIBLE POSITION DURING THE EVENT:

Brittany Baker 330-814-2498

David Schoeffler 216-310-7360

DATE OF EVENT Sat/Sun, June 24, 25, 2023 NO. OF PARTICIPANTS 300

REQUESTED PERMIT TIME: Start Set up Fri, 6/23/2023 Start Event Sat, 6/24/2023
End Event Sun, 6/25 4pm End Cleanup Sun, 6/25/2023 4pm

IF PARADE: STARTING POINT N/A ENDING POINT N/A

USE OF CITY WATER NEEDED? NO

(IF YES, PLEASE EXPLAIN)

USE OF CITY ELECTRIC NEEDED? Yes, Lights for Tent

(IF YES, PLEASE EXPLAIN)

In addition to the application please submit the following information:

- Attach map to application showing proposed streets to be blocked off for event, and route of parade or race. (May be hand drawn.)
- Proof of Insurance is required before permit can be issued.
- Please attach list of possible vendors/booths to be part of event (food, retail, etc.).

Please submit application for permit at least 30 days in advance, but no sooner than one year in advance. For additional requirements please review Chapter 316 of The Codified Ordinance of the City of Kent. Please be advised that the use of marking paint on City pavement, curbs, sidewalks or other property is prohibited except if purchased at cost from Service Department (330-678-8105).

By signing this application, I am certifying that I have received a copy of the rules and regulations of Chapter 316 of the Codified Ordinances of the City of Kent, and I fully understand that should the permit be approved, it can be revoked if any of the provisions of this Chapter are violated.

David Schoeffler
Name of Applicant

[Signature]
Signature of Applicant

Office Use. Do not write below this line. Sent to:

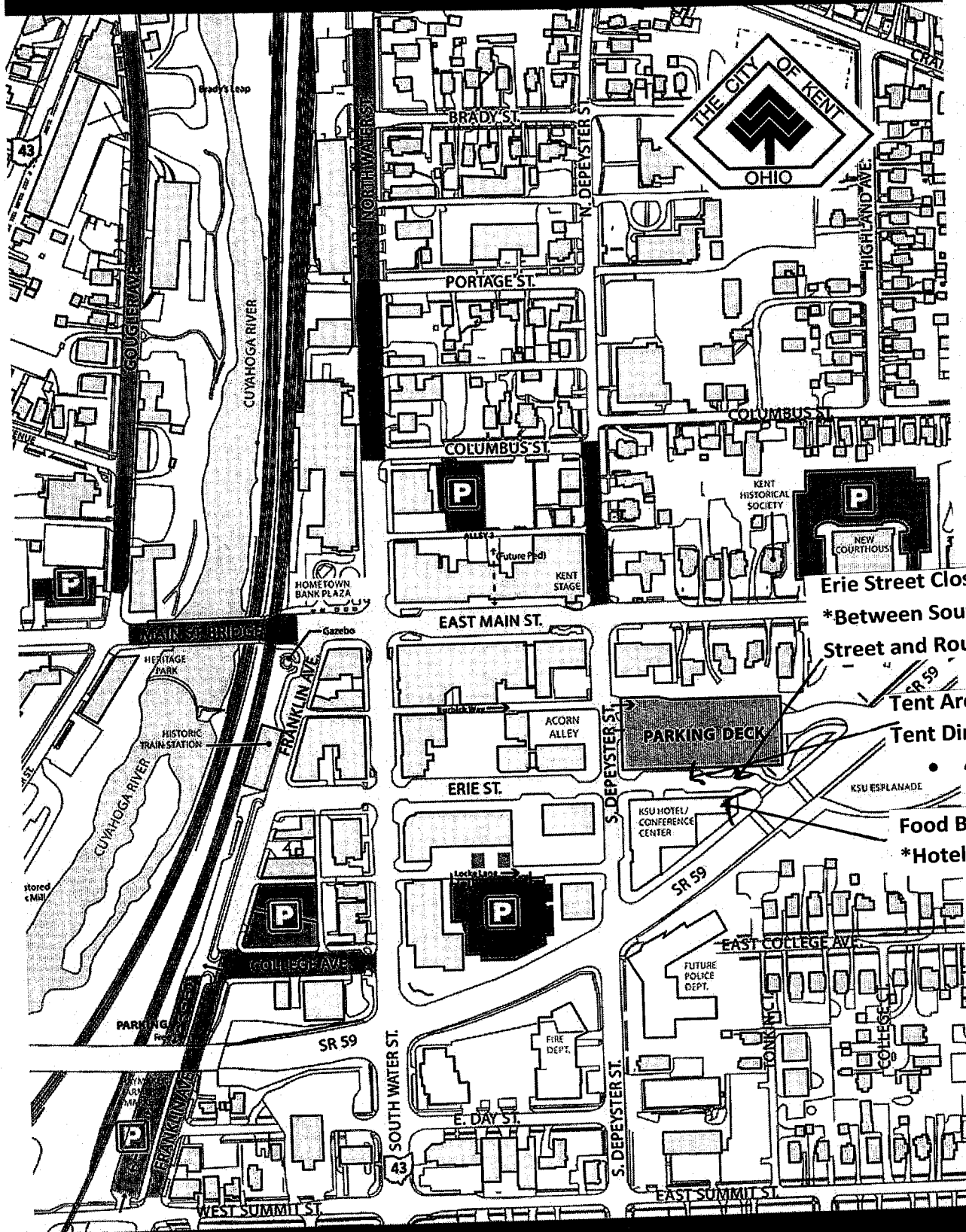
Safety, Service, Fire, Police, and Health Departments for review and approval
via _____ on _____

MEMORANDUM AGREEMENT _____ YES _____ NO
APPLICATION APPROVED _____ APPLICATION DISAPPROVED _____

PROOF OF INSURANCE REQUIRED BY ORDINANCE 316.04 HAS BEEN REVIEWED AND APPROVED.

Law Director Date

IF APPLICATION IS APPROVED, PERMIT WILL BE ISSUED BY THE CITY MANAGER.



Erie Street Closed
*Between South Depeyster Street and Route 59

Tent Area-Erie Street
Tent Dimensions
• 40' x 100'

Food Buffet Location
*Hotel ES Foyer Area

Date: _____

New Special Event Road Closure Petition

Name: Michelle Hartman
Address: 201A E. Erie St.
Kent, OH 44240
Signature: Michelle Hartman

Name: ANNE MONEYPENNY
Address: 201B E. ERIE ST.
KENT OH 44240
Signature: Anne Money Penny

Name: Joan Seidel
Address: 201 East Erie St
Kent, Ohio 44240
Signature: Joan C. Seidel

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Vendors

Tent construction, tables and chairs

- Sully Rentals

Catering:

- Kent State University Hotel and Conference Center