

**City of Milford
Application for Special Event**

Name of Event _____

Date of Event _____ **Hours of Event** _____

I. Name of Applicant: _____

Applicant Address: _____

City _____ State: _____ Zip: _____

Home Phone: _____ Cell _____ Business _____

Email Address: _____

Date and time of event set-up _____

Location Proposed: _____

Brief description of event including purpose: _____

II. Additional Services Requested

Please indicate whether any city services are requested. The applicant shall reimburse the City at actual cost. *A deposit of \$50 shall be required at time of receiving approval.

_____ Police Presence (additional Police Services Contract may be required)

_____ EMS Presence

_____ Additional trash/recycling receptacles including pick-up and removal

_____ *Port-a-lets (additional fees may apply)

_____ *Park Restrooms

_____ Temporary fencing

_____ Barricades (Attach map of intended placement)

_____ Other _____

III. If not City crews, who will be collecting trash? _____

How often will it be collected? _____

Where will it be deposited? _____

IV. What will be the estimated attendance? _____

V. Will tents/temporary structures be used? _____ *Yes _____ No
*Tents over 400 sq. ft. must be fireproof and will require a permit.

Size(s) _____ Location(s) _____

VI. Will food or alcohol be served? _____ Yes _____ No

If yes, please contact the Clermont County Health District at 732-7499 (www.clermonthealthdistrict.org) or the Ohio Division of Liquor Control at 614-644-2360 (www.com.state.ohio.us). *If you are using a Food Truck, please see attached information on page 4.

Will Food Trucks/Mobile Food Units/or cooking of food on-site be utilized? _____ Yes _____ No

If Yes - A Food Truck/Mobile Food Unit Application is required if the food truck will be conducting business more than one day per year.

Food Trucks/Mobile Food Units require an annual inspection per the Ohio Fire Code, Section 320. All Food Trucks/Mobile Food Units operating within the City of Milford are required to have on display an annual inspection sticker or provide appropriate documentation to show proper annual inspection by a Certified Fire Safety Inspector. Please contact Milford Community Fire Department with any questions or to schedule an annual inspection prior to the event day. When conducting annual inspections outside of normal office hours Monday through Friday, 8:00 am to 4:00 pm, fees will apply.

Food Trucks/Mobile Food Units/Cooking of food on-site requires a site inspection the day of the event. The fee for the site inspection is \$50.00 per hour with a two-hour minimum on non-holidays, \$100.00 per hour with a two-hour minimum on holidays.

VII. Will you be using any of the following?

Extension cords _____ Existing Electric _____ Generators _____

VIII. HMA Board Approval (if sponsored by HMA) _____

IX. Please list the name(s) of the person(s) who will be in charge during the event:

| | | | |
|-----------|-------|-------|-------|
| Name | _____ | _____ | _____ |
| Addresses | _____ | _____ | _____ |
| Addresses | _____ | _____ | _____ |
| Day Phone | _____ | _____ | _____ |

X. Acknowledgements and Release of Liability

The applicant, on behalf of any organization he/she is representing, agrees to hold harmless the City of Milford and its representative employees, agents and assignees from any and all liabilities, whether to persons or property, as the result of negligence on the part of said individual or organization, or the acts of any of its agents or anyone visiting the park or fields upon the invitation of said applicant

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

(Office Use Only)

Date Received: _____ Reviewed by: _____

Approval: Yes No Approved by: _____

Date: _____ Title: _____

Comments: _____

Fee for additional services: _____ Deposit returned (if applicable): _____

Copy to Police, Street and Fire Department

https://www.milfordohio.org/departments/planning_and_zoning/food_trucks.php

If you are interested in operating a Food Truck in the City of Milford, you will need to obtain a Zoning Certificate from the City and approval from the Clermont County Health Department.

Action Steps

1. Read the Food Truck/Mobile Food Unit Rules of Operation below and the [Department of Commerce Guidelines](#).
2. Download the Food Truck/Mobile Food Unit Application [Food Truck/ MFU Application](#).
3. Contact the Milford Fire Department at 513-831-7777 to schedule a Food Truck Inspection.
4. Submit the Application to City Hall for approval **AFTER** the Fire Department has inspected your truck. You will be notified once your application has been approved.
5. Contact the [Clermont County Public Health Department to obtain a Mobile Food License](#).

Zoning Districts

Food Trucks are allowed in the following zoning districts:

- B-3 General Business district
- B-5 Special Business district
- O Office district
- LI Light Industry district
- I Institutional district

Food Truck/Mobile Food Unit Rules of Operation 1181.18 Food Trucks

- A. One food truck may be permitted as an accessory use in a specified zoning district on property in which a primary use has been established. (Primary use would be a building with an active use.)
- B. Food truck vendors must obtain a zoning certificate annually specifying location and hours of operation if conducting business more than 1 day per year.
- C. Food truck operators shall provide proof of property owner approval.
- D. An individual food truck or single owner of multiple food trucks shall not be permitted to operate on private property for more than a total of five (5) hours per day.
- E. Off-premises signs and/or audio amplification is not permitted
- F. Food trucks shall be located a minimum of 10 feet from the street right of way.
- G. No dumping of grease or grey water into storm sewers, dumpsters, etc.
- H. Food trucks are subject to the city-wide noise ordinance; sound-absorbing devices shall be used to contain or deflect the noise from external generators.
- I. Food trucks shall be located at least 100 feet from the front door of any restaurant and outdoor dining area during the restaurant's hours of operation. If a zoning certificate is issued and a restaurant subsequently opens within 100 feet of the approved food truck location, the food truck location may continue to operate until the permit expires.
- J. Exception: Food trucks may conduct sales while parked on a public street or private property when the City has approved a temporary street closing or special event permit for a city-wide event such as a street festival or fair.

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