The City Manager’s Office has obtained two applications for special events that require street closures not previously approved by Council. The first application is for the event, Birthday Party for West Main Bridge sponsored by the Kent Historical Society. This event is part of the Society’s “All About Kent Speaker Series” and is a celebration of the 135th anniversary of the completion of the Main Street Bridge. This event includes a recreation of the scene when the last stone was laid on the bridge in 1876. The second event is for the Park n’ Roll Skate Challenge & Cookie Bake Off which is sponsored by Portage Skates. The purpose of this event is to raise money for Portage trail repair and encourage wellness in Portage County through the use of trails while encouraging the sport of skating.

Staff is respectfully requesting Council time to discuss the proposed road closures and seek Council’s approval.

Thank you.
APPLICATION FOR SPECIAL EVENT
PARADES, FESTIVALS, CARNIVALS, PUBLIC ASSEMBLIES, ETC.
City of Kent, 215 E. Summit Street, Kent, OH 44240

NAME OF EVENT   Birthday Party for West Main Bridge
ORGANIZATION SPONSORING EVENT   Kent Historical Society
APPLICANT NAME   Kent Historical Society
ADDRESS   237 E. Main St., Kent OH 44240

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

Tom Hatch - KHS
Sandy Harlem (429 Carthage Ave)
John Benedik (330-677-0929)

DATE OF EVENT   SEPTEMBER 25, 2011
NO. OF PARTICIPANTS   400

REQUESTED PERMIT START TIME (INCLUDES SET-UP)   1:00 pm
END TIME (INCLUDES CLEAN-UP)   5:00 pm

ACTUAL EVENT START TIME   2:00 pm
EVENT END TIME   4:00
(TENTATIVE)

IF PARADE: STARTING POINT   Medical Arts Bldg.
END POINT   Home Savings Plaza
GOULDER AND WEST MAIN

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 MAY BE REQUIRED BEFORE PERMIT CAN BE ISSUED. REVIEW CHAPTER 316 OF THE CODIFIED ORDINANCES OF THE CITY OF KENT.

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.

Sandra Harlem
Signature of Applicant

SUBMIT APPLICATION FOR PERMIT AT LEAST 30 DAYS IN ADVANCE, BUT NO SOONER THAN ONE YEAR IN ADVANCE.

Do not write below this line.

FOR POLICE DEPARTMENT USE

MEMORANDUM AGREEMENT   YES   NO
APPLICATION APPROVED   ___

Name   Date

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.

H:\Document\Manager\Misc. Forms\appspecialevent.doc

Horse and wagon will be unloaded @ Medical Bldg. @ 2pm.
Enter W. Main at 2:45, cross River & Gouler, cross on Bridge @ 3pm, stand @ Home Savings until 3pm, pick up at 3:30
# ACORD Certificate of Liability Insurance

**Producer:** Brimfield Insurance Agency Inc.  
1204 Tallmadge Rd  
Kent OH 44240  
330-673-4919

**Insured:** KENT HISTORICAL SOCIETY  
237 E MAIN ST  
KENT OH 44240

**Insurers Affording Coverage:** GRANGE MUTUAL

**DATE(MM/DD/YYYY):** 7/7/2011

## Coverages

The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Aggregate limits shown may have been reduced by paid claims.

<table>
<thead>
<tr>
<th>Risk Area</th>
<th>Type of Insurance</th>
<th>Policy Number</th>
<th>Policy Effective Date (MM/DD/YYYY)</th>
<th>Policy Expiration Date (MM/DD/YYYY)</th>
<th>Limits</th>
</tr>
</thead>
</table>
| General Liability | Commercial General Liability | CPP 2631565 | 12/27/10 | 12/27/11 | Each Occurrence: $1,000,000  
Damage to Rented Premises (EA occurrence): $100,000  
Med Exp (Any one person): $5,000  
Personal & Adv Injury: $1,000,000  
General Aggregate: $2,000,000  
Products - Compo/Agg: $2,000,000 |

### Automobile Liability
- Any Auto
- All Owned Autos
- Scheduled Autos
- Hired Autos
- Non-Owned Autos

### Garage Liability
- Any Auto

### Excess Umbrella Liability
- Each Occurrence
- Aggregate

### Workers Compensation and Employers' Liability
- Each Accident
- E.L. Disease - EA Employees
- E.L. Disease - Policy Limit

**Event:** ALL ABOUT KENT SPEAKER SERIES

**Certificate Holder:** CITY OF KENT  
SPECIAL EVENTS  
215 E SUMMIT ST  
KENT OH 44240

**Attn:** SUZANNE

**Cancellation:** Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to make written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.

**Authorized Representative:** [Signature]

**ACORD25 (2001/08)**
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Brimfield Insurance Agency Inc.
1204 Tallmadge Rd
Kent OH 44240

CONTACT
NAME: 330-673-4919
PHONE (A/C No. Ext): 330-673-4955
FAX
E-MAIL
ADDRESS

INSURER(S) AFFORDING COVERAGE
GRANGE MUTUAL INSURANCE CO.

INSURED
KENT HISTORICAL SOCIETY
237 E MAIN STREET
KENT OH 44240

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INJURY LITE TYPE OF INSURANCE ADOL SUBR MOD POLICY NUMBER POLICY EFF (MM/DD/YYYY) POLICY EXP (MM/DD/YYYY) LIMITS

GENERAL LIABILITY

A

COMMERCIAL GENERAL LIABILITY

CLAIMS-MADE

OCCUR

X

CPP 2631565

12/27/10

12/27/11

EACH OCCURRENCE

$1,000,000

DAMAGE TO RENTED PREMISES (Equipment)

$100,000

MED EXP (Any one person)

$5,000

PERSONAL & ADV INJURY

$1,000,000

GENERAL AGGREGATE

$2,000,000

PRODUCTS - COMPOSITION

$2,000,000

AUTOMOBILE LIABILITY

ANY AUTO

SCHEDULED AUTOS

NON-OWNED AUTOS

UMBERLLA LIABILITY

EXCESS LIABILITY

DED RETENTION

WORKERS COMPENSATION

AND EMPLOYER'S LIABILITY

ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED

(Mandatory in NY)

DESCRIPTION OF OPERATIONS below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

EVENT: BIRTHDAY PARTY FOR THE WEST MAIN STREET BRIDGE

CERTIFICATE HOLDER
CITY OF KENT, SPECIAL EVENTS
215 E SUMMIT STREET
KENT OH 44240

ATTN: SUZANNE

ACORD25(2010/05)
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APPLICATION FOR SPECIAL EVENT
PARADES, FESTIVALS, CARNivals, PUBLIC ASSEMBLIES, ETC.
City of Kent, 215 E. Summit Street, Kent, OH 44240

NAME OF EVENT  Pack in Roll Skate Challenge & Cookie Bake off
ORGANIZATION SPONSORING EVENT  Portage Skates www.portage.skates.info
APPLICANT NAME  Misty Sommers  PHONE  330-715-6177
ADDRESS  1260 Munroe Falls Kent Rd, Kent OH

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

Misty Sommers (same as above)

Jason Hawke (Ksu Representative)

DATE OF EVENT  Sept 24, 2011  NO. OF PARTICIPANTS  50 - 100 people
REQUESTED PERMIT START TIME (INCLUDES SET-UP)  7:00 AM  END TIME (INCLUDES CLEAN-UP)  9:00
ACTUAL EVENT START TIME  8:00  EVENT END TIME  1:00
IF PARADE: STARTING POINT  Dix Stadium  ENDING POINT  Dix Stadium

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 MAY BE REQUIRED BEFORE PERMIT CAN BE ISSUED. REVIEW CHAPTER 316 OF THE CODIFIED ORDINANCES OF THE CITY OF KENT.

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.

[Signature]
Signature of Applicant

SUBMIT APPLICATION FOR PERMIT AT LEAST 30 DAYS IN ADVANCE, BUT NO SOONER THAN ONE YEAR IN ADVANCE.

FOR POLICE DEPARTMENT USE

MEMORANDUM AGREEMENT  YES  NO  APPLICATION APPROVED

[Name]
Name  [Date]
Date

APPLICATION DISAPPROVED

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

[Law Director]
Law Director  [Date]

IF APPLICATION IS APPROVED, PERMIT WILL BE ISSUED BY THE CITY MANAGER.
Sorry Misty, I've been incredibly swamped with catching up after vacation and the fact that we're hosting a conference and golf outing today and tomorrow for other recreational staff members from colleges over the state.

As far as getting the permit, you'll need to go down to the City Manager's office and ask for a parade permit. Shannon is the receptionist and she'll be able to answer any questions you may have. The office is located across the street from the fire department on Depeyster Street.

I'll be in and out of my office for the rest of the week, so email is probably the best way to get ahold of me if you have further questions.

Warm Regards,
Jason

---

Jason Hawk
Marketing Coordinator
Recreational Services, Kent State University
330-672-0465

On Jul 13, 2011, at 10:33 AM, SOMMERS, MISTY wrote:

Hi Jason – did you get my previous message? Sorry to bother you right after vacation, but it’s getting down to the wire! Are you able to help me with the city permit for a skating event on Sept 24th? I’m thinking since it’s less than 10 miles, but over a variety of terrain, I was going to just call it a “Skate Challenge” instead of a race or marathon. Might go with the whole ‘Adventure’ theme going on.

I have to leave early to take my Mother to the doctor’s this afternoon, but I would really appreciate it if you could give me a call or email me when you get a chance so that I can follow up with you. Thanks!

Misty

Also www.portageskates.info
portageskates@gmail.com
Google maps

Directions to Unknown road
6.0 mi – about 1 hour 59 mins

Save trees. Go green!
Download Google Maps on your phone at google.com/gmm

Walking directions are in beta.
Use caution – This route may be missing sidewalks or pedestrian paths.

http://maps.google.com/maps?saddr=Unknown+road&daddr=Unknown+road+to:Unknown...

7/13/2011
Park n' Roll Cookie Bake-off  
September 24, 2011

The Cookie Bake off is being held in conjunction with the Park n' Roll skating race to encourage wellness and nutrition in Portage County, and to bring awareness to the resources for wellness in Portage County.

1. **HOMEMADE** - All cookies must be homemade but it is not necessary that the participant develop the recipe. Please make sure you cite the complete source of the recipe if it is not your own.
2. **ANY STYLE** - Cookies may be any shape or type (drop, bar, rolled, no-bake, etc.). There will be THREE categories cookies may be entered into. (see attached sheet for categories and judging criteria.) If you are entering the same cookie into more than one category, you do not need to pay extra registration fees, but you will need to supply the appropriate amount of cookies for each division.
3. **HOW MANY** - Furnish 100 bite-size cookies (per division) for public tasting. Please bring them to the Cookie Bake-Off area on plate(s)/platter(s) that you will not need to have returned and provide adequate covering (clear wrap is preferable for viewing). Please place 4 cookies separately in a baggie for judging. Upon arrival to the registration area, an anonymous label with your entry number will be attached for unbiased judging.
4. **TYPE RECIPE** - Recipe must be submitted no later than the day before the bake-off. You must also provide a separate sheet with a list of ingredients to display. (For allergy purposes.) Recipe MUST be emailed to portageskates@gmail.com. See www.portageskates.info for more specifics.
5. **RECIPES USAGE** – A recipe book will be created from all recipes submitted and may be purchased on event day. Please note: We reserve the right to use your recipe, with the source noted, at the committee's discretion for recipe book sales and future, charitable activities.
6. **REGISTER** - How to register: Go to the eventbrite website (link here) to secure a registration form. Submit the registration form and registration fees ($5 or less).
7. **PEOPLE'S CHOICE** - In addition, we will also offer all contestants and festival guests the opportunity to vote for their "People's Choice" cookie. The winner will be announced at the end of the event. (Winner need not be present to receive award.) This will be the most honored award during the event and the winner will receive a trophy and $30 gas card.
8. **AWARDS** - Trophies, Ribbons and/or certificates will be awarded to the top three contestants in each Bake-Off category. We will also present awards for Best Vegan cookie and Best Gluten-free cookie.
9. All cookies submitted will be used for public sampling. Extra cookies are welcomed to help support the event. Any cookies leftover from the event will be donated to the Kent Food Bank.

Registration information for online form:
Park n’ Roll Cookie Bake-off to be held September 24, 2011
Participant Name:
Contact Information:
(include company/bakery if desired):
Address:
Phone number(s):
E-Mail:
Category for entry 1
Category for entry 2
Category for entry 3
Category for entry 4
Category for entry
Default statement regarding recipe submission
Consumer Product Safety Commission

Based on 1993 statistics from the U.S.

5X safer than bASKETBALL
4X safer than BICYCLING
4X safer than BASEBALL
3X safer than FOOTBALL and
as safe as a PLAYGROUND

Roller Skating is almost twice

Did you know... . . .

Roller Skating has been around since 1760...

School curriculums

Healthy activity perfect for most

Roller Skating is a safe and

If all adds up.

Contact your local skating center today.

Roller Skating programs at your school.

For more information on starting a

them a quality recreational achievement.

selection of knowing you're offering

They'll appreciate the variety in your

The program is sure to be a hit with students.

works best for you.

skating center at any school, whichever

school's needs. Classes can be at the

members. They'll work with you to develop

Roller Skating Association (RSA)

To sign up with the help of your local

The roller skating class program is easy

enjoy throughout the rest of their lives.

students in a healthy activity they can

education base. They also introduce

Your school? They broaden your

Why not offer roller skating classes at

...
EVENT TITLE: Portage Park-n-Roll and Cookie bake-off

PURPOSE: Raise money for Portage trail repair and encourage wellness in Portage county through use of trails and to encourage the sport of skating.

DETAILS:
- Sept 24th - Advertise event at Parent's Weekend (help support parent's weekend and football attendance through discounted ticket sales to participants) - register at eventbrite.com
  8:00 marathon registration, 9:00 marathon starts and cookie registration begins, 11:00 judging is done and marathon is ended, cookie tent is opened. 1:00 end time. 2:00 goal of cleanup for parking area.
- Registration fee of $30-35/skater - goal of 100 registered. (tshirt included)
- Vendors interested in holding booths? - $50 donated to Portage Park Fund (pyro apparel, bont skates, etc)
- Music + "Name that tune" giveaways, roped off area in parking lot for safe skating, Cookie baking contest, festival atmosphere and health awareness promoted through posters and displays
- Tshirt would include sponsors on back. Sponsors can pay extra for phone or website. Design to be done by Rachel Adkins designs. (Allpro or Primal Screen?)

EVENT LOCATION:
Marathon starts at Dix Stadium. Hike and Bike trail is main part of course, continuing to esplanade then down past the brain. Turn around at bus parking lot in front of ROTC building and then continues behind Music and Speech, turning right to follow street in front of new dorms. Use of loop road to catch hike and bike trail again back to Dix Stadium.
Cookie Tent/Vendors set up at Dix Stadium parking lot. Marked off area for skating 'floor' and DJ. Volunteer jam skaters and Derby teams available for entertainment/autographs. (No Derby bouts - just for celebrity value.)

EVENT CONCEPT:
Gather massive amount of skaters (inline and quad) at the start of a trail. All skaters must register at registration table (waiver form?). Have a starting 'line' done in chalk where skate will start. At the starting time, announce the countdown (10, 9, 8 etc) then let skaters go. Dix Stadium in background of start for good photo opp. Skaters will be organized with those interested in speed (elite) in front, less experienced in the back. (Bikes participating will start separately.) Trail will be marked with chalk lines for all directions, but maps will be handed out also. Checkpoints will have volunteers with water coolers and paper cups. (Perhaps we can get ACMEE to donate bananas?) Volunteers on bikes will follow route with 2-way radios (possibly donated by radio club?) for those who need first aid / assistance/pick up. Skate ends where it started. Booths will be set up for food, music, and t-shirts for finishers. Festival style event at end for community socialization. Cookie tent for nutrition promotion.

Bakers can register for the event in three possible areas: Energy cookie (pre/during workout), Post workout Recovery cookie (to aid muscle recovery), Reward cookie (reward for being so good the rest of the week!). Website would encourage education of proper nutrition for working out and training for a marathon. Cookie bake-off would award trophy for winner of each category and ribbons for second and third places. Honorary award for the best gluten-free cookie or vegan cookie. Ingredients must be printed on a sheet for display in front of the cookies for allergies. Cookies judged by the entire population at the event by paper ballot in a box. (Still establishing official Judges) Maybe radio personalities or President Lefton or something? Then have an honorary award for 'crowd favorite'.

SPONSORS POSSIBLE: (sponsor can be monetary or supplies -- compensate with advertising/booth)
AllPro Sports in Kent (tshirt donation?)
Any Roller Rinks and skating companies from other marathons in the area
Acme in Kent (bananas/water?)
Radio club (2-way radios)
GNC
Four seasons trophies
Stow Sports or Dick's
Downtown businesses
Pair up with KSU rec center for Adventure series (Jason Hawke's idea)
SERVICES/SUPPLIES NEEDED:
- DJ – (3 Guys Production volunteered their services)
- Tables for registration and check points (rental)
- Coolers/paper cups/bananas for check points (Acme?)
- T-shirts for volunteers (to identify) and separate ones for skaters/participants
- EMT/ambulance on hand for first aid (ask Jim Brumbaugh about this)
- Flyers, posters, waiver forms, volunteer sign up sheets, sponsor agreements, booth sign ups. (online)
- Announce in paper (Lisa Abraham @thebeaconjournal.com) + local news channels + facebook/web
- Chalk for marking path
- First Aid kits
- Port-a-Potties? (unless already there or can find place to start with restrooms)
- Caution tape/streamers for marking off areas + free standing posts for trail signs?
- Rollerhutt donating outdoor rink supplies for event

BOOTHs POSSIBLE: (tentative?)
- Food vendors with portable booths – (Jenna’s DiRusso Stand, Backerai, Guy’s Pizza, Mike’s Place)
- Skate companies (ezeefit, Bont, Twincam, etc.)
- Sports stores
- Clothing stores (Kent Outfitters)
- Candy vendors (Stoddard’s)

AWARENESS BOOTHs:
Ask Portage county high schools to get students involved in creating posters/displays showing health benefits of outdoor exercise for various diseases/conditions. They can choose from:

<table>
<thead>
<tr>
<th>TOPICS:</th>
<th>PORTAGE SCHOOLS:</th>
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<tbody>
<tr>
<td>Alzheimers</td>
<td>Atwater - Waterloo High School</td>
</tr>
<tr>
<td>Cancer</td>
<td>Aurora - Aurora High School</td>
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<tr>
<td>Diabetes</td>
<td>Garrettsville - James A Garfield High School</td>
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<tr>
<td>Depression</td>
<td>Kent - Kent Digital Academy</td>
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<tr>
<td>Heart Disease</td>
<td>Kent - Theodore Roosevelt High School</td>
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<tr>
<td>Anxiety</td>
<td>Mantua - Crestwood High School</td>
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<tr>
<td>Obesity</td>
<td>Mogadore - Field High School</td>
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<tr>
<td>Diversity/Unity/Community spirit</td>
<td>Ravenna - Maplewood Career Center</td>
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<tr>
<td>Rheumatoid Arthritis</td>
<td>Ravenna - Ravenna High School</td>
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<td></td>
<td>Ravenna - Southeast High School</td>
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<td></td>
<td>Rootstown - Rootstown High School</td>
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<td></td>
<td>Streetsboro - Streetsboro High School</td>
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<tr>
<td></td>
<td>Windham - Windham High School</td>
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</tbody>
</table>

OTHER IDEAS:
- ☐ Can we get the KSU Black Squirrel or something to show up on skates?
- ☐ Can we get donations of canopy tents for a first aid area and/or eating area?

Portage Park District info:
http://www.portageparkdistrict.org/funding.htm