



DESIGNATED OUTDOOR REFRESHMENT AREA

Event Application

EXPERIENCE
**MOUNT
VERNON**



Thank you for your interest in hosting your event in downtown Mount Vernon!

Experience Mount Vernon is excited to work with you!

The DORA initiative is run through Experience Mount Vernon, the organization tasked with maintaining and progressing our downtown corridor. This new initiative brings many opportunities to our City and we are happy to be able to oversee it. In order to best serve our community, the merchants of downtown, and the City of Mount Vernon, we have compiled the following application for you to complete.

Please be sure to answer ALL questions, and attach any accompanying documentation to the application at time of submission.

To complete the application, you will need to submit receptacle locations, barrier locations (if any), temporary bathroom facility locations (if any), stage & tent locations (if any), and food truck locations (if any). Please email the D.O.R.A. Committee at DORA@experiencemv.org to obtain a copy of the map.

For large-scale events that will close streets and host a large number of attendees, you will also need to submit a Security Plan, Sanitation Plan & Safety Plan on Page 7.

**COMPLETED APPLICATION SHOULD BE EMAILED TO
DORA@experiencemv.org NO LATER THAN TWO (2) WEEKS PRIOR TO THE
DATE OF YOUR EVENT.**



Please read thoroughly prior to submitting your D.O.R.A. event application:

D.O.R.A. EVENT FAQs

Q: Can I choose one Downtown Liquor License holder to be the sole D.O.R.A. beverage provider?

A: No. All approved vendors may sell D.O.R.A. beverages during any approved D.O.R.A. event.

Q: Can I limited my D.O.R.A. event to smaller area than the overall D.O.R.A. boundaries?

A: You can put up ***courtesy signage*** asking event goers not to exit your event boundaries, but legally event goers may enter and exit your event with beverages in D.O.R.A. approved cups so long as they stay within the overall boundaries.

Q: Can I host a BYOB D.O.R.A. event?

A: No. All D.O.R.A. events must utilize State Recognized Liquor License holders within the D.O.R.A. boundaries. Any event host serving alcohol independently of a State Recognized Liquor License Holder is subject to citation by the MVPD.

Q: Can alcohol be served in something other than a D.O.R.A. cup?

A: No. All D.O.R.A. beverages must be in D.O.R.A. approved cups. Any individual found with alcohol ***not*** in a D.O.R.A. approved cup is subject to citation by the MVPD. Any event host serving alcohol not in a D.O.R.A. approved cup is subject to citation by the MVPD.

Q: Can I sell alcohol at my D.O.R.A. event if I use approved cups?

A: No. To sell alcohol at an event would require you to purchase a temporary Liquor License from the State of Ohio and **WOULD NOT** constitute a D.O.R.A. event.

Q: Can I have food trucks that serve alcohol at my D.O.R.A. event?

A: No. The only entities approved to sell alcohol during D.O.R.A. events are permanent State Recognized Liquor License holders within the D.O.R.A. boundaries. Hosting food/beer truck would require a temporary liquor license and therefore not constitute a D.O.R.A. event.

Q: Can hard alcohol be served at a D.O.R.A. event?

A: No. Per City of Mount Vernon Resolution 2021-81, only beer and wine may be served at D.O.R.A. events.

Q: Can I host an "ticketed" D.O.R.A. event?

A: You may host an outdoor event downtown that is ticketed (with your own boundaries) and also have it be a D.O.R.A. event, but you **CANNOT** limit who purchases alcohol from D.O.R.A. approved establishments. All D.O.R.A. events are considered public events once approved.



Please read thoroughly prior to submitting your D.O.R.A. event application:

D.O.R.A. EVENT FAQs, CONTINUED

Q: How do I mark the D.O.R.A. event boundaries?

A: Beginning summer 2023, D.O.R.A. boundaries will be marked with permanent sidewalk decals. Event hosts need not add any additional signage unless they would like more.

Q: What is the fee for a missing or damaged sign?

A: If additional signage is checked out from Experience Mount Vernon, event hosts may be charged \$75-100 for missing or damaged signs.

Q: What are the approved D.O.R.A. hours?

A: D.O.R.A events may take place Monday-Friday, 4:00pm-11:59pm and Saturday, 11:00am-11:59pm.

Q: Is there a fee to host a D.O.R.A. event?

A: There is no fee for hosting a D.O.R.A. event, but additional fees may be incurred depending on the type of event being hosted. Eg. additional MVPD presence, liability insurance, etc.

Q: Does the D.O.R.A. event application double as the event permit application for the City of Mount Vernon?

A: No. If you are hosting an event in Downtown Mount Vernon, you will need to obtain separate approval from the City. Permit application can be found at **[THIS LINK](#)**.

Additional questions can be directed to DORA@experiencemv.org



DESIGNATED OUTDOOR REFRESHMENT AREA EVENT APPLICATION

Name of Event: _____

Date(s) of Event: _____ Hours of Event: _____

Brief Description of Event Including Purpose: _____

Name of Applicant: _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Business Phone Number: _____

Email Address: _____

Estimated Attendance: _____

Is this a recurring event? YES. NO

If Yes, what are the recurring dates (*current calendar year only*): _____

Will this event require that one or more streets be closed? YES____ NO ____

If yes, you will need to fill out the City of Mount Vernon event application linked below.

Do you anticipate needing additional services to effectively manage your event? YES____ NO ____

Such as: MVPD presence, Access to electric/water source, etc.

If yes, you will need to fill out the City of Mount Vernon event application linked below.

Will this event have amplified music/sound? YES____ NO ____

Such as: Band, performance, speeches, etc.?

If yes, you will need to fill out the City of Mount Vernon event application linked below.

CITY OF MOUNT VERNON EVENT PERMIT APPLICATION

EXPERIENCE MOUNT VERNON

ALL DORA EVENTS MUST BE COMMUNICATED TO THE FOLLOWING LIQUOR LICENSE HOLDERS:

- The Alcove Restaurant & Lounge
- Flapper's Bar & Grille
- Happy Street Brü-Werks
- Moss Rose
- Baxter's Wine & Whiskey
- Fraternal Order of Eagles
- Elks Lodge #140 Mount Vernon
- The Woodward Opera House

Will tents/temporary structures be use? YES NO

No tents, inflatable toys, or other structures may be erected without first contacting the City of Mount Vernon's Public Buildings & Land Department at (740) 393-9581 and you will need to fill out the City of Mount Vernon event application.

Will There Be Food Options Available at The Event? YES NO

If yes, please contact Knox Public Health at (740)-392-2200 and if yes, you will need to fill out the City of Mount Vernon event application.

Received Approval from Knox Public Health Concerning COVID Protocols? YES NO

If no, please contact Knox Public Health at (740)-392-2200.

Please List the Name(s), addresses, and contact telephone number for the person(s) who will be in charge during the event:

Name:

Number:

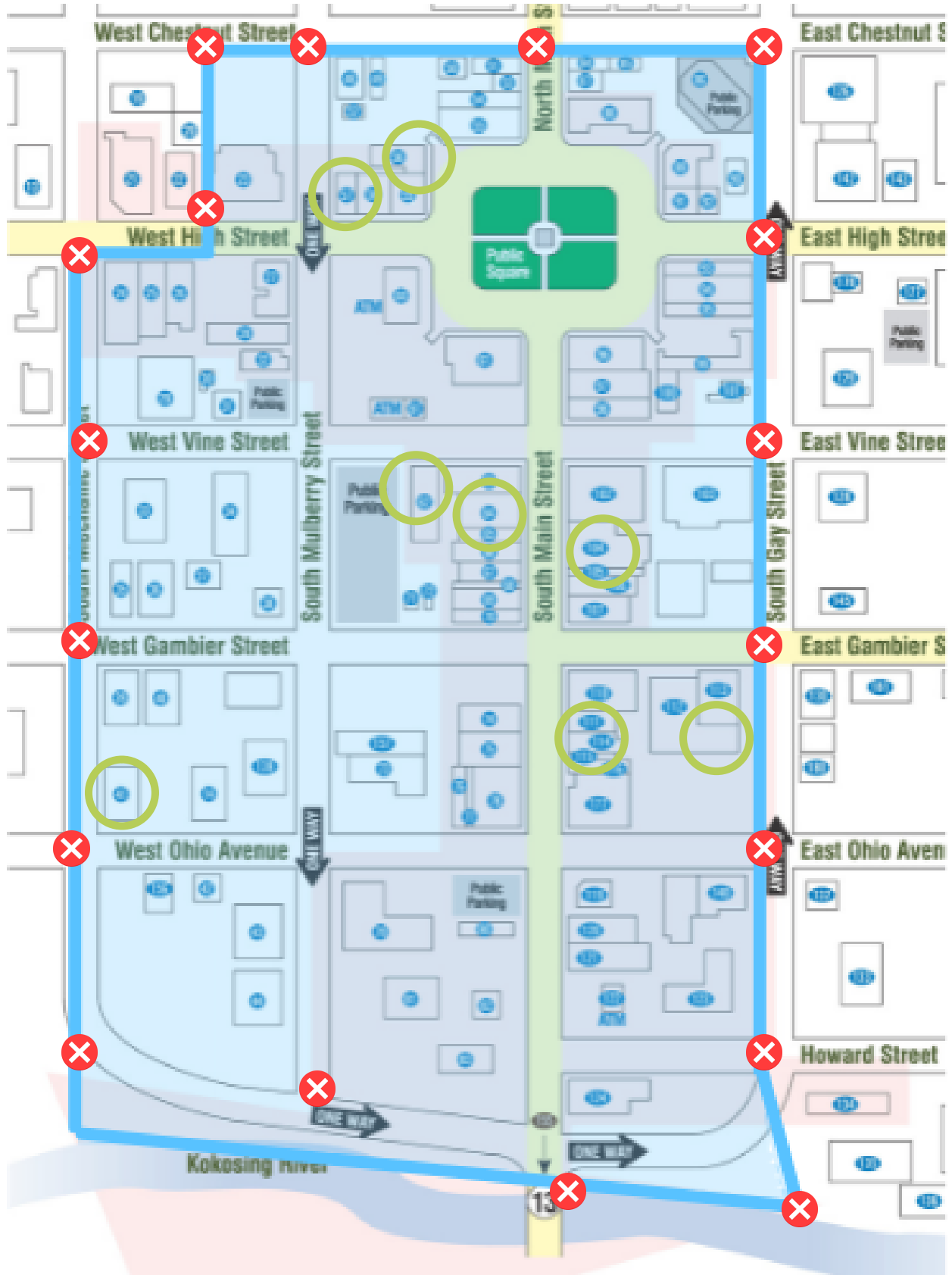
Email:

Name:	Number:	Email:

STATE OF OHIO AND CITY OF MOUNT VERNON RECOGNIZED D.O.R.A BOUNDARY

Please keep the following map with your files for your D.O.R.A. event files for reference on where to place temporary boundary signs.

D.O.R.A Boundary Sign Placement: 
Liquor License Permit Holder: 



***Please Note that per State Law, you cannot limit your DORA boundaries to a smaller area than the above approved map, but you can request courtesy signage to ask that people not cross boundaries (eg. kid zones, private property, etc.).

SAFETY, SANITATION & SECURITY PLAN

Complete the checklist to be shared with Mount Vernon Police and Fire Departments.

- Entry/Exit areas are clear and accessible for expected attendees
- Entry/Exit areas are adequate for emergency exit and emergency services
- Thoroughfares are well defined and clearly marked
- Clearly defined areas/paths for traffic - separate from pedestrian
- Provision for safe passage of emergency vehicles
- Controlled traffic flow and adequate signage for traffic erected
- Adequate number and location of toilets and hand washing facilities
- Adequate signage for entries, exits, toilets, and trash receptacles.
- Event Maps made available to all staff, volunteers, emergency services
- All staff and volunteers are aware of the fire evacuation/ active shooter procedures
- Event site has been cleared of underground and overhead obstructions
- Additional or alternative waste removal services have been arranged for
- Weather conditions are planned for and monitored
- Appropriate security levels have been arranged with MVPD
- Appropriate level of Fire Department & EMS presence arranged for
- None of the Above - not closing streets or hosting a large gathering outdoors
- I will coordinate with Experience Mount Vernon to acquire boundary signage.

Please use the space below to provide any additional information the Approval Committee should know concerning Safety, Sanitation and Security of Your event.



In accordance with the Mount Vernon Designated Outdoor Refreshment Area program, I agree to coordinate with Experience Mount Vernon (director@experiencemv.org) to arrange for a pick-up and drop-off times for no less than 17 D.O.R.A. boundary signs.

Signature: _____

Date: _____

Do you have Event Liability Insurance? Yes No

The applicant, on behalf of any organization he/she is representing, agrees to hold harmless Experience Mount Vernon, the City of Mount Vernon 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. If the event is for profit the applicant **SHALL BE REQUIRED** to provide a certificate of insurance with this application to insure against claims for injuries to persons or damage to property, which may arise from or in connection with this event. Public liability and property damage insurance shall cover the participants, products, complete operations and contractual liability with limits of no less than \$1,000,000 general liability with the City of Mount Vernon and Experience Mount Vernon named as an Additional Insured. (PLEASE SIGN & PROVIDE THE DATE OF SUBMISSION.)

Signature: _____

Date: _____



Based on Exhibits B, C, and D of Mount Vernon City Council Resolution 2021-81 empowers the organization, Experience Mount Vernon, to form a Mount Vernon DORA Approval Committee to facilitate DORA events in Downtown Mount Vernon.

The DORA Steering Committee is made up of stakeholders from downtown and the surrounding areas with a vested interest in the growth of our community including qualified liquor permit holders, merchants, City administrative and Council representation, local health department and substance abuse action team, property owners and citizens and were integral factors to the passing of the DORA resolution.

APPROVAL COMMITTEE MEMBERS

- Executive Director**, Experience Mount Vernon
Lacey Filkins
- City Council Representative**
Amber Keener
- Mount Vernon Police Department Representative**
Captain Scott McKnight
- Knox Substance Abuse & Action Team Representative**
Tina Cockrell
- Downtown Retail Merchant**
Josh Kuhn, Old Mr. Bailiwicks
- Downtown Retail Merchant/Mount Vernon Parking Co.**
Phil Herald, Herald's Appliances & Electronics
- Insurance Professional**
Michael Percy, Griffin Insurance
- Downtown Licensed Establishment**
Stacey Baxter, Baxter's Wine & Whiskey
- Downtown Licensed Establishment**
Jennifer Farmer, Happy Street Bru-Werks
- Experience Mount Vernon Board Member/Downtown Hotel**
Victoria Preston, Mount Vernon Grand Hotel

Ten members of the Approval Committee selected and approved by the DORA Steering Committee. The selection of representatives was chosen to best represent the landscape of downtown as well as key stakeholders of the DORA initiative.

Approval Process

- 1.If no glaring issues, the application is shared with the approval committee and given 5-business days for any comments, or concerns to be addressed.
- 2.If issues, concerns arise, the committee is called together for a meeting (virtual or physical) to discuss.
 - a. Quorum for a vote is 5 members.
 - i. If 5 committee members are not present, ALTERNATES may step in to vote.
- 3.Once approved, Event Organizer, City, and merchants are notified of coming event.

ALTERNATES: Erron Porter - Flappers Bar & Grille
David Stuller - City Treasurer

CUPS



According to Exhibit D of Resolution 2021-81, "DORA events will set aside \$1.00 per sale of CUP for local prevention efforts."

To ensure this takes place, KSAAT will pre-purchase cups and sell them to DORA-approved liquor license holders.

SIGNAGE

Thirty temporary DORA Boundary signs held by Experience Mount Vernon and checked out by event host

KSAAT Drug & Alcohol Prevention signs (decals) to be purchased by KSAAT and placed in Liquor License establishments

COURSES

According to Exhibit D of Resolution 2021-81, "Establishments will require servers to complete online/in-person alcohol server knowledge training and bystander intervention training to help maintain safety in our community. Certificates will be held in employee files. " Upon completion of ALL servers, the establishment will receive a DORA approved decal.



DECALS

Experience Mount Vernon to purchase ONE (1) Decal per merchant/licensed establishment.

