

Department of Planning and Development Services  
6 East 6<sup>th</sup> Street, PO Box 708 Lawrence KS 66044  
(785) 832-3150  
Fax (785)832-3160  
[www.lawrenceks.org/pds](http://www.lawrenceks.org/pds)

FEE:	
Type 1-4 Events .....	\$50
Type 5 Events .....	\$100
Events that require City Commission approval .....	\$100

RECEIVED

FEB 19 2019

## SPECIAL EVENT PERMIT APPLICATION FORM

Planning & Development Services  
City of Lawrence/Douglas County, KS

**A complete application and fee must be submitted a minimum of 5 days prior to the event date for an administrative permit.**

**Permits which require City Commission approval will require additional processing time.**

EVENT NAME: Over The Edge

**APPLICANT INFORMATION:**

Date: 2/8/19

Name: Alissa Bauer

Company or Group: Boys & Girls Club of Lawrence

Address: 2910 Haskell Ave., Lawrence, KS 66044

Phone Number: (785) 841-5672

Mobile or Cell Phone Number: (785) 213-8165

Fax Number: ( ) N/A

E-mail Address: abauer@bgcll.org

**EVENT INFORMATION:**

Address: 888 lofts, 888 New Hampshire, Lawrence, KS 66044

Property Owner: First Management

**Property owner's written permission must be provided by mail, fax, or e-mail to the Planning Office (fax: 785-832-3160) before a permit can be approved.**

Please check the type of event:

- Type 1: Fundraising or non-commercial events for nonprofit religious, educational or community service organizations (which do not meet the exemption criteria in Section 6-1503 of City Code.)
- Type 2: Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as outdoor entertainment or display booths
- Type 3: Outdoor commercial activities intended to sell, lease, rent or promote specific merchandise or services [such as a tent sale, farmers market or product demonstration] or indoor seasonal events which draw additional visitors to a property [such as a haunted house]
- Type 4: Christmas tree sales
- Type 5: Public events intended primarily for entertainment or amusement, such as concerts or festivals.

**Permits for Type 5 events require City Commission approval.**

Please describe the proposed Special Event: Event Description  
Attached.

Proposed dates: 5/31/19 to 6/1/19

- Each permit is valid for a maximum of 14 consecutive days. Several permits may be applied for consecutively if event is to run more than 14 consecutive days.

If application applies to **non-consecutive** events provide the dates for each event. (Each 14 day period will require a permit.)

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Number of permits that have been administratively approved for this location this calendar year. 1

- Please contact the Planning Office (785-832-3150) for the number of administrative permits that have been approved.

**4 permits may be administratively approved for a property per year. Any additional permits require City Commission approval.**  
Christmas Tree Sales are not subject to this requirement.

Proposed hours of operation: 7 am to 7 pm

Will a tent be used for this event? Yes \_\_\_\_\_ No X

**If yes:**

- Note the dimensions of the tent: \_\_\_\_\_ ft X \_\_\_\_\_ ft
- Note the type of tent: Open/Canopy \_\_\_\_\_ Enclosed \_\_\_\_\_

Will event include mobile food vendors? Yes X No \_\_\_\_\_

- **If yes**, how many? 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 or more X

Will temporary signage be used? Yes X No \_\_\_\_\_

- Please note that a temporary sign permit must be obtained from the Development Services Division at 785-832-7700; (1 Riverfront Plaza, Suite 110, Lawrence, KS 66044)

Does the event involve sales? X

- **If yes**, provide your Kansas Sales Tax ID Number \_\_\_\_\_
- If you are not required to collect Kansas Sales Tax, please provide your exemption information:

Kansas Exemption #: KS02BPE9HF

Federal Tax ID #: 23-7291824

**For information regarding Sales Tax Requirements contact the KS Dept. of Revenue**  
(913) 631-0296 ext. 202 [kdor\\_special.events@ks.gov](mailto:kdor_special.events@ks.gov)  
Coordinators of events who manage or solicit retail vendors to sell at the venue must contact the KS Dept. of Revenue Events Agent 30 days prior to the event. The coordinator will be supplied with sales tax packets to distribute to their vendors.

- If your business is **not** based in Kansas, a transient merchant license must be obtained from the Douglas County Clerk's office at (785) 832-5267; (11<sup>th</sup> and Massachusetts Streets, Lawrence, KS 66046)

Will you be selling *KU Licensed Merchandise* or items with the *KU logo*? Yes \_\_\_\_\_ No X

- **If yes**, please contact Paul Vander Tuig, KU Licensing Administrator at 785-864-4650. If approved, he will provide you with a letter which you must display at your event.

Will you be selling *alcohol*? Yes X No \_\_\_\_\_

- **If yes**, a liquor license must be obtained from the City Clerk's Office at 785-832-3200; (City Hall, 6 East 6<sup>th</sup> Street, Lawrence, KS 66044) (*Additional time may be needed to process this request.*)

**Section 6-1504 of the City Code contains requirements for an administrative permit. If the event does not meet these requirements, it will be necessary to obtain City Commission approval. Staff will contact you during the review of this permit application if it is not possible to process the permit administratively.**

## EVENT DESCRIPTION

**A description must be provided which includes the following information:**

### WRITTEN DESCRIPTION

Provide a separate page with the following information:

- Describe the activities that will occur with this event.
- Note any changes that may be required to traffic flow on the site, adjacent roadways, or any changes necessary for the transit route.
- Explain any provisions that will be made for security or parking.
- Describe proposed site maintenance; including how the site will be cleaned following the event as well as how sanitation will be maintained during the event.
- Note anticipated attendance.
- Describe how protection for pedestrians will be provided during the event. Vehicle and pedestrian circulation must be separated.
- Note provisions, if any, that are being made for portable toilets for event (include provider and disposal contractor).

### GRAPHIC DESCRIPTION

Provide the following graphic information on an aerial photograph or site plan of the area: (*These are available from the City's interactive map at [http://www.lawrenceks.org/city\\_maps](http://www.lawrenceks.org/city_maps) or at the Planning Office, 6 East 6<sup>th</sup> Street.*)

- Location and dimensions of the event area.
- Distance from road right-of-way.
- Location and dimensions of any structures (tents, stages, booths, etc) used for the event.
- Location and dimension of activity areas associated with the event.
- Location and materials used to separate activity area from parking or other areas, if needed.
- If vendors are associated with the event show their location, with dimensions, along with the type of structure to be used.
- If mobile food vendors are associated with the event, identify vendors and show location, with dimensions.
- If portable toilets will be used, show number and location on the site plan.
- Any other information which pertains to the event.

**Administrative Permits may only be approved if the event is conducted on private property (where the Planning Office has an approved site plan on file) in a commercial or industrial zoning district where the property owner has granted written permission.**

**Nonprofit organizations are eligible for administrative permits for events on any site planned property (in any zoning district) where the property owner has granted written permission.**



**BOYS & GIRLS CLUB  
OF LAWRENCE**

## **City of Lawrence // Special Event Permit Application**

### **Event Description**

The Boys & Girls Club of Lawrence would like to host a fundraiser called “Over The Edge” on June 1, 2019. Like the name implies, participants will literally go over the edge of a building and rappel down to the street. Partnering with Over The Edge Global, BGCLK and its participants will rappel down the 888 Lofts building (888 New Hampshire) to raise funds. The goal behind the unique fundraiser is recruiting as many individuals as possible to participate. Those individuals A.K.A. “edgers” must raise \$1,000 among their friends, family and fans in order to secure their rappelling position.

In 2018, we hosted this event for the first time and it was a huge success! We had 53 total participants and more than 400 spectators in total at the ground party. We were fortunate to raise \$80,000 for the Boys & Girls Club! When the event ended, we were immediately asked if we would do the event again!

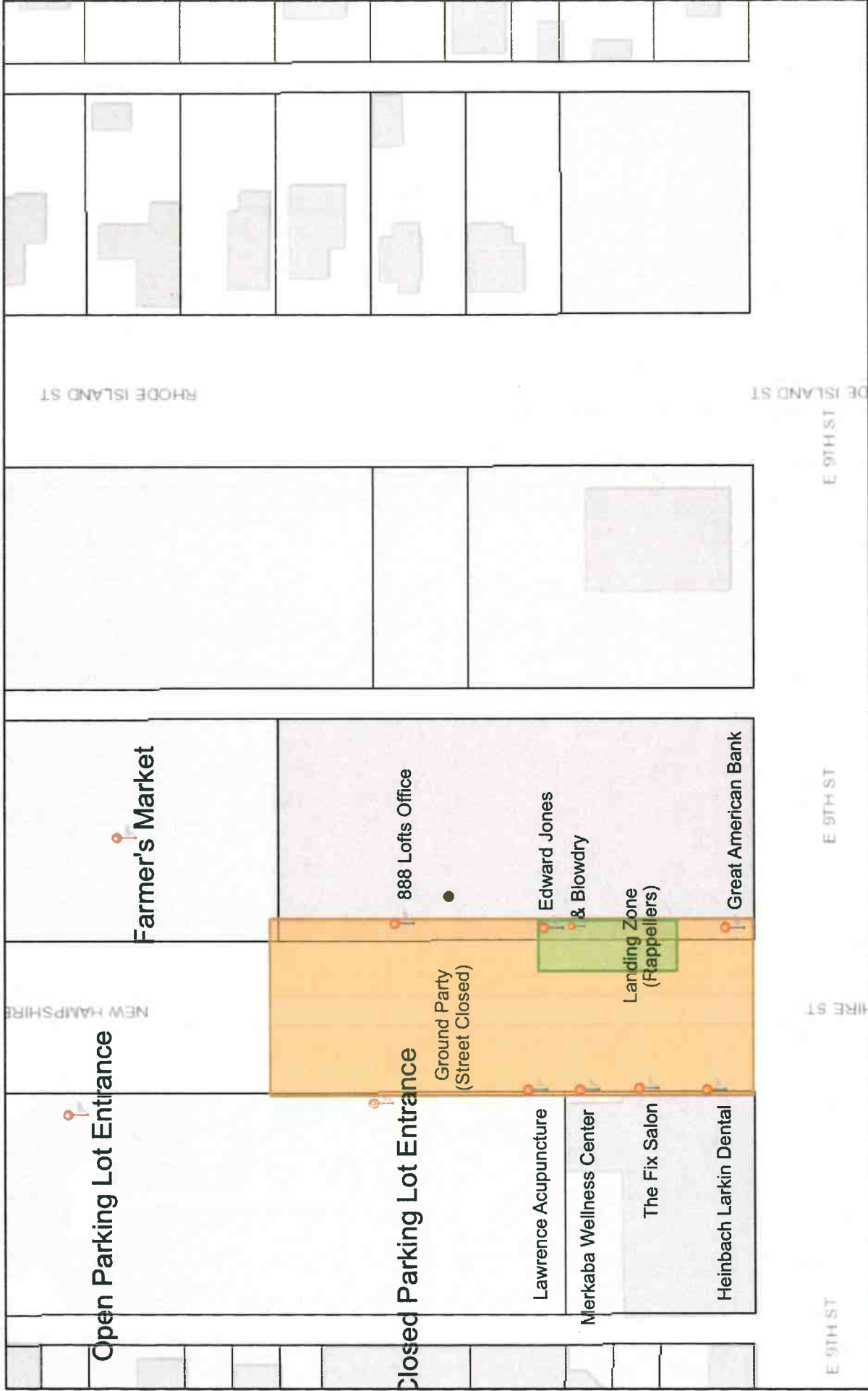
All of us at Boys & Girls Club are very grateful to First Management and the staff at 888 Lofts for their partnership in this. Now, we hope to obtain the approval and support of the city again this year! We are excited to bring this high profile, unique event back to Downtown Lawrence.

### **Written Description**

- Activities – 80-90 rappellers will “land” from on the sidewalk from the roof of the 888 Lofts building where all of the other participants, supporters, onlookers will be cheering them on. The ground party will have an ID table stationed next to the alcohol sales, but it is open to the public. Food vendors, radio DJs, face painters, etc. will be available at ground party.
- Traffic Map – Please see attached traffic sign plan provided by C-Hawkk Traffic Control.
- Provisions – Parking will happen as it will with all downtown events, wherever a spot can be found. One entrance of the parking lot on New Hampshire (seen on site map) will be blocked off in the street closure, but the public will still have access to one entrance/exit and all of the parking stalls.
- Site Maintenance – Currently collecting estimates for portable restroom facilities and trashcan rental. Both can be hauled away on Sunday, 6/2.
- OTE, BGCLK and all vendors will teardown the evening of Saturday, 6/1.
- Anticipated attendance – 600-800 total. No more than 200-300 at any one time during the day.

- Pedestrian Protection – Sidewalk closed signs will be prominently displayed and MUTCD compliant. See traffic sign map. Scaffolding will be built above the entrance to &BlowDry to ensure none of their clients have any trouble getting in or out of the business.

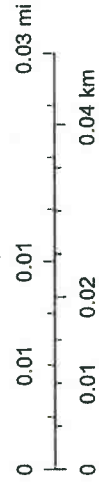
# Over The Edge Street Closure Map\_2019



2/13/2019, 9:42:26 AM

Parcels

1:1,128





## Site License MOU

<b>Property Owner:</b>	100 East 9th Street, LLC
<b>Over The Edge Event Site:</b>	888 New Hampshire Street Lawrence KS 66044
<b>Organizer</b>	Over The Edge USA Inc. 6555 Sugarloaf Parkway, Suite 307-180 Duluth, GA 30097
<b>Initial Event Dates:</b>	<del>TBD</del> June 1, 2019

WHEREAS, Over The Edge (the Organizer) wishes to use the site owned by the Property Owner, for an Over The Edge Event (as hereinafter defined) in connection with, and for the benefit of an Over The Edge Event as defined below.

WHEREAS, Over The Edge is a rope access company specializing in providing technical expertise and equipment for recreational rappelling events;

WHEREAS, the Property Owner has agreed to allow the Organizer to manage and host a rappelling event at the property listed above which shall take place on the Event Dates indicated above.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by each party to this Agreement (collectively, the "Parties") the Parties hereby agree as follows:

## Terms and Conditions

1. For the purposes of this MOU, Over The Edge Event means the rappelling of individuals down a vertical surface and the direct rappelling related activities, as more fully described in the Site Inspection & Safety Plan ("SISP") developed by the Organizer for the Over The Edge Event, which is incorporated herein by reference, including: training, harnessing participants, managing roof top and base exclusion and staging areas that are supervised by the Organizer.





2. The parties acknowledge that no payments or reimbursements will be made under this MOU, but that the mutual obligations and benefits contained in this MOU constitute good and valuable consideration.
3. Each of the Organizer and the Property Owner will have the obligations for which such Party is designated in Schedule "A" hereof.
4. The Organizer represents and warrants that all of its obligations hereunder with respect to the Over The Edge Event shall be carried out in a professional manner, consistent with all safety and other standards set forth in the SISP. The Organizer shall comply with all laws, rules, ordinances and regulations of all federal, state or local political bodies having jurisdiction over the Over The Edge Event; and the Organizer shall obtain all necessary qualifications, permits and licenses for the Organizer to execute its duties under Schedule "A".
5. Subject to the conditions stated in Section 6 below, the Organizer shall indemnify, defend and hold the Property Owner Entities, all of the Property Owner Entities' employees, affiliates, officers, directors, mortgagees, agents and representatives (collectively, the "Property Owner Parties") completely harmless against all losses, claims, damages, costs and expenses (including reasonable attorney's fees) related to bodily injury (including death), personal injury, and property damage arising out of or relating to the Over The Edge Event including, without limitation, any participant's participation in the Over The Edge Event (collectively, "Claims") provided, however the foregoing indemnification obligation does not apply to any Claims arising from the gross negligence or wilful misconduct of any of the Property Owner Parties. For purposes of this MOU, (i) the "Property Owner Entities" are the Property Owner, [OTHER PROPERTY OWNER ENTITIES], and (ii) the term "gross negligence" means a conscious and voluntary disregard of the need to use reasonable care which is likely to cause foreseeable grave harm to property or persons.
6. For purposes of this MOU, each of the Property Owner Parties is an "Indemnified Party". The Organizer shall be obligated to indemnify an Indemnified Party under Section 5 as to a Claim only if such Indemnified Party timely and materially complies with the reasonable requests of the Organizer and/or the Organizer's insurers for purposes of documenting, processing and evaluating any such Claim for insurance coverage purposes. For avoidance of doubt, a request of the Organizer shall be reasonable if such request relates to any item or action required by any of the Organizer's insurers as a condition of providing insurance coverage for such Claim. If the Indemnified Party so complies, and if a "suit" is brought against an Indemnified Party by reason of any Claim for which indemnity is provided to such Indemnified Party under Section 5 above, Organizer, upon notice from such party, shall resist and defend such action or proceeding, at Organizer's sole cost and expense. The obligations and conditions under Sections 5 and 6 shall survive the expiration or termination of this MOU. For purposes of this Section 6, a "suit" has the meaning given such term in the applicable insurance contract.



7. The Organizer shall obtain and keep in force through the Event Date and during the term of this MOU: (i) policies of commercial general liability and excess liability insurance with reputable carriers with a minimum rating of A- (AM Best) and authorized to do business in the state in which the Over The Edge Event Site is located, with a minimum coverage of \$10,000,000.00, including coverage for bodily injury, death and property damage, liability against claims arising out of the Over The Edge Event; and (ii) workers' compensation and employer's liability insurance to meet Local and State requirements. The Property Owner shall be named as additional insured. The Organizer shall provide the Property Owner with a certificate evidencing such insurance fourteen (14) days prior to the Event Date. The Organizer's coverage is primary and non-contributory.
8. To the extent the building (including the roof thereof) or common areas of the Over The Edge Event Site sustain damage as a result of the Over The Edge Event, the Organizer shall be responsible for reimbursing Property Owner upon demand for the reasonable costs incurred by Property Owner in repairing any such damage or restoring or replacing the damaged portion of the building to the reasonable satisfaction of the Property Owner. The obligations of the Organizer under this provision shall survive the expiration or termination of this MOU.
9. Organizer will inspect the Over The Edge Event Site, including its roof and all other areas within which the Organizer shall execute its duties as listed in Schedule "A" hereof to find each to be suitable for the Over The Edge Event. Organizer accepts the roof of the building at the Over The Edge Event Site (including without limitation any roof anchors or other similar equipment existing on the roof) and each of such other areas in its as-is, where-is, with all faults condition, and acknowledges that Property Owner makes no representation or warranty of any kind with respect to the condition thereof. To the maximum extent permitted by applicable law, the Property Owner hereby disclaims, and the Organizer waives the benefit of, any and all implied warranties, including implied warranties of fitness or suitability for a particular purpose.
10. Organizer specifically acknowledges that: (i) it is the Organizer's obligation, at its sole expense and risk, to provide the proper equipment to conduct the Over The Edge Event according to the SISF for purposes of ensuring the safety of the volunteers, instructors, and participants (for example, and not by limitation, Organizer is responsible for providing, installing and ensuring the proper use of a rappelling system); (ii) Organizer is not relying on the building at the Over The Edge Event Site containing any roof anchors or other similar equipment; and (iii) if any roof anchors or other similar equipment exist on the roof of the building at the Over The Edge Event Site, the use of such roof anchors or equipment by Organizer is at its sole risk without any representation or warranty by Property Owner as to the condition, capacity or soundness thereof.
11. Organizer must obtain the prior written consent of Property Owner for all equipment and systems to be used on the roof in connection with the Over The Edge Event and the manner in which such equipment and systems will be installed and used on the roof; however, Property Owner's approval of any such equipment or systems or the manner in which they will be installed and used shall in no



way be deemed a representation or warranty by Property Owner that: (i) such equipment or systems are compliant with applicable laws or codes; (ii) are satisfactory for providing for the safety of Organizer or any volunteer, instructor or participant; and/or (iii) are satisfactory for providing for the protection of the building's roofing system. Organizer, at its sole expense and risk, shall be responsible for installing and operating all such equipment and systems in compliance with all applicable laws and codes and all safety and other standards set forth in the SISP.

No penetration to the roofing system of the building at the Over The Edge Event Site may be made by Organizer without the prior written consent of Property Owner (which consent may be withheld in Property Owner's sole discretion). Organizer agrees, if required by Property Owner, to use Property Owner's roofing contractor and pay such contractor's reasonable charges to make any penetrations to the building's roofing system.

12. The right of Organizer to utilize the Over The Edge Event Site in accordance with this MOU shall constitute a revocable license only and shall not grant Organizer any property or ownership rights in the Over The Edge Event Site or create a partnership or joint venture between Organizer and Property Owner.

13. Term of MOU

a. Unless earlier terminated under clause (b) below, the term of this MOU will begin on the date it is signed by the Parties and will automatically renew for one year beginning on January 1, [YEAR FOLLOWING THE ORIGINAL EVENT] and each anniversary thereafter (each a "Renewal Date") unless

- i. The Property Owner notifies OTE at least 30 days before that Renewal Date of its intent to end the term of this MOU;
- ii. OTE has failed to notify the Property Owner Party of the Event Date(s) for the year beginning on that Renewal Date (the "Event Year") on or before the Renewal Date;
- iii. OTE has failed to supply evidence of insurance for the OTE Event satisfying the requirements of Section 7 hereof for that Event Year on or before the Renewal Date.

b. This MOU may be terminated:

- i. By either Party on 30 days written notice to the other Party, or



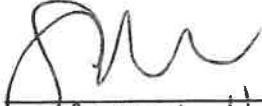
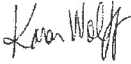
- ii. Immediately by either Party upon notice to the other Party if that other Party: (i) becomes insolvent; (ii) files a petition in bankruptcy; or (iii) makes an assignment for the benefit of its creditors.
14. The Event Date(s) for any given year during with this MOU is in effect may be established and modified by notice from OTE to the Property Owner at least 90 days before that/those Event Date(s), provided, that, Property Owner consents to such date(s) by notice to OTE.
15. Except as otherwise specifically provided herein, all notices, demands or other communications hereunder shall be in writing and deemed to have been given when the same are (i) deposited in the United States mail and sent by certified or registered mail, postage prepaid, (ii) deposited with Federal Express or similar overnight delivery service, (iii) transmitted by telecopier or other facsimile transmission, answerback requested, (iv) by electronic mail provided sender receives evidence (receipt) that email was delivery to the other Party.
16. The Organizer agree that execution of the Over The Edge Event is contingent upon a physical site visit conducted by OTE technical personnel who will assess and verify that the property is a suitable location to host an event.
17. None of the parties shall be deemed to be in default of any provision of this MOU for failures in performance resulting from acts or events beyond its reasonable control (a "Force Majeure Event") for the duration of the Force Majeure Event. Such Force Majeure Events shall include but not be limited to, acts of God, civil or military authority, terrorists, civil disturbance, war, strikes, fires, other catastrophes, labor disputes, parts shortages, or other events beyond a party's reasonable control.
18. Anti-Terrorism Statement. Property Owner hereby certifies that it does not advocate, support, assist or engage in, and has not advocated, supported, assisted or engaged in, any illegal or terrorist activity. Property Owner further certifies that it does not employ, support, assist or otherwise associate with any entities, organizations or individuals that Property Owner knows, or has reason to know, support terrorism, or that appear on any official terrorist lists published by the U.S. Government, the United Nations, the European Union, or the Property Owner's government. The Organizer represents that it shall supply a list of the rappelling participants to the State Office of Emergency Management and Homeland Security, so that they may determine, to the extent such entities deem it necessary, whether any participants pose a threat or appear on any official terrorist lists published by the U.S. Government, the United Nations, the European Union, or the Property Owner's government.
19. If any of the provisions of this MOU, or the application thereof to any person or circumstances, shall to any extent, be invalid or unenforceable, the remainder of this MOU, or the application of such provision or provisions to persons or circumstances other than those as to whom or which it is held invalid or unenforceable, shall not be affected thereby and every provision of this MOU shall be valid and enforceable to the fullest extent permitted by law.



20. This MOU is made under, and shall be governed, construed and interpreted by, and in accordance with, the laws of the State of which the Over The Edge Event Site exists, without regard to its choice of law or conflict of law provisions.
21. Property Owner and Organizer hereby warrant and represent to each other that each has the power and authority to enter into this MOU and the person executing this MOU on behalf of Property Owner or Organizer personally warrant and represent that he or she has the requisite authority to execute this MOU on behalf of Property Owner or Organizer.
22. Property Owner and Organizer expressly agree that if the signature of Property Owner and/or Organizer on this MOU is not an original, but is a digital, mechanical or electronic reproduction (such as, but not limited to, a photocopy, fax, e-mail, PDF, Adobe image, JPEG, telegram, telex or telecopy), then such digital, mechanical or electronic reproduction shall be as enforceable, valid and binding as, and the legal equivalent to, an authentic and traditional ink-on-paper original wet signature penned manually by its signatory.
23. This MOU may be executed in multiple counterparts, each of which, when assembled to include an original signature for each party contemplated to sign this MOU, will constitute a complete and fully executed original. All such fully executed counterparts will collectively constitute a single agreement.
24. This MOU contains the entire understanding of the parties with respect to the subject matter hereof.

*[Signatures on following page]*



<p>Property Owner:</p> <p>By: </p> <p>Name: <u>Amanda Itabjer</u></p> <p>Title: <u>Director of Property Management</u></p> <p>Date: <u>11-7-18</u></p>	<p>Over The Edge USA, Inc.</p> <p></p> <p>By: _____</p> <p>Name : Karen Wolff</p> <p>Title: Senior Manager, Event Venue Relations</p> <p>Date:</p>
---	--



## Schedule A

### PROPERTY OWNER DUTIES

- Adherence to the recommendations in the Site Inspection & Safety Plan
- Attendance at 45 & 7 Day Meetings at building's discretion (15 min duration, conference call)
- Coordinate with Over The Edge technical staff on davit arm set-up if necessary
- Accept shipment and provide secure storage of gear: two 4\*4 pallets (unless 3 or 4 rope event), approximately 750 – 1000 lbs up to approximately 10 days prior to the event
- Provide a registration area & staging area where participants can don their gear
- For staging area, please have available in the room by 9:00 am pre-event day:
  - 5 six foot tables, 2 chairs (set up in staging room)
  - Minimum of 3 electrical outlets in the staging room/area
- Attendance at On-Site Safety Meeting and building walk-through upon arrival of Over The Edge staff (1 hour duration – OTE provides agenda)
- Advance confirmation of Event Schedule as found in Onsite Safety Meeting Agenda
- Emergency phone numbers and contacts
- Staff person with keys/access to all storage, staging, roof, training, passages/elevators between locations assigned to OTE staff, both the day prior to and the day of the event
- Cart or dolly for OTE technical staff to haul equipment to roof (crates stay in one place)
- 3 garbage cans – staging, training, roof
- Have someone present for crate pick-up after event (weekday), if applicable
- Notification of any roof work done between first point of contact and Event Day

### ORGANIZER DUTIES

- Obtain permits for any municipal ordinances
- Work with Property Owner to provide rooftop security person



- Send information to all Event Volunteers thirty (30) days prior to Event Day outlining parking, lunch, directions, etc.; must include Event Map
- Provide signage for outlining travel routes within the Event Map
- Provide street/sidewalk/patio barriers if any closures are necessary
- Name and address of nearest hospital
- Attendance at On-Site Safety Meeting upon arrival of Over The Edge staff (1 hour duration – OTE provides agenda)
- Provide Event Schedule
- Staging area: displays, music, video, décor, food
- Any additional items that need to be in place at building, per Site Inspection & Safety Plan or at the request of the building, prior to OTE arrival on site (i.e. plywood walkway on roof, step at railing, scaffolding, etc.)
- Distribute “Volunteer Duties” handout to volunteers and take escorts on a site-walk before event starts if applicable
- Name tags for ALL participants/staff/volunteers on event site (Avery brand stick on) – to be put on participants, NOT on helmets
- Have copies of Participant Waiver at registration for all media, participants and volunteers to sign; collected by OTE Staging Manager
- Water on site in staging area, training area, exclusion zones and on roof
- 4 sawhorses/police barriers for exclusion zones at bottom of rappels
- Lunch for all event/ropes volunteers and OTE staff on Event Day
- Responsible for all rappelling related activities associated or with this event, including but not limited to the roof top area, training area, and staging area
- Provide the Site Inspection & Safety Plan
- Perform the rigging of the ropes and the technical equipment for the event
- Clearly identify and pad hazards
- Inspect the building façade prior to and post event
- Provide barrier tape





- Provide personal protection equipment for media and VIP spectators
- Name Building entities as additional insured on insurance certificate for the event
- Obtain any permits required
- Follow up zero footprint philosophy as it relates to the site: there should be no trace of the event or activities leading up to event on the property within twenty-four (24) hours after the event has ended. Organizer will clean up all applicable equipment and items related to its specific duties after the Over The Edge Event in order to leave the Event Site in such condition.