



## NOBLE COUNTY REGIONAL AIRPORT AUTHORITY BOARD

48535 Cold Water Creek Road, Caldwell, Ohio 43724

The following is from the **Special Events Procedure and Minimum Standards for Aeronautical Activities Document** adopted 9/22/2020. Any person or organization seeking to hold a Special Event at the Airport must make application with the Special Events Committee of the Airport Authority. Complete the Form and submit with attachments to the following:

Point of Contact: \_\_\_\_\_

### SECTION 1- IMPLEMENTATION AND APPLICATION

- A. These Minimum Standards shall apply to all users of the Airport and be incorporated into all leases, use agreements, permits and the like by reference.
- B. Any person or entity wishing to use any Airport including but not limited to buildings, hangers, land and the like whether short term or long term, shall make an application in writing, to the Authority and shall be furnished a copy of these Special Event Procedures and Minimum Standards.
- C. The application for the use of any Airport facility shall set forth, in detail, the following:
  1. The name and address of the applicant;
  2. The proposed use, facility and/or activity sought including location and size;
  3. The requested facility, if any, including location and size;
  4. The names and qualifications of the personnel to be involved in conducting such activity;
  5. The proposed duration, in hours, days, months, or years, of the proposed use, including set up and tear down;
  6. The financial responsibility of the applicant and operator to carry out the activity sought;
  7. The technical ability of the applicant and operator to carry out the activity sought;
  8. The tools, equipment, services, and inventory, if any, proposed;
  9. The estimate of costs for any development and improvements including estimates for increases to existing utilities;
  10. The proposed schedule for construction, if any, and;
  11. An agreement to provide proof of insurance for such use upon execution of an agreement and/or within 5 business days of application approval for events, including an additional insured endorsement naming the Noble County Airport Authority and the Noble County Board of Commissioners.

# SPECIAL EVENTS APPLICATION

APPLICANT NAME \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_

\_\_\_\_\_

PROPOSED USE INCLUDING FACILITY LOCATION AND SIZE YOU ARE REQUESTING TO USE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED FACILITY INCLUDING SIZE (BUILDING, HANGER, TARMACK AREA, TIE DOWN AREA?)

\_\_\_\_\_

\_\_\_\_\_

NAMES AND QUALIFICATIONS OF PERSONNEL INVOLVED IN THE EVENT (Add additional sheet if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DURATION OF THE EVENT INCLUDING SETUP AND TEAR DOWN (hours, days, weeks, months, years)

\_\_\_\_\_

SUBMIT A DETAILED PROPOSAL INCLUDING ITEMS LISTED IN 6-10 ABOVE AND THE DECLARATION PAGE OF THE INSURANCE POLICY REQUIRED IN 11 AT THE TIME THE CONTRACT IS EXECUTED OR WITHIN 5 DAYS OF APPROVAL. **IF THE PROOF OF INSURANCE IS NOT PROVIDED ACCORDING TO THOSE TERMS THE SPECIAL EVENT APPROVAL IS AUTOMATICALLY RESCINDED.**