



Tiffin Events Preparation Form

We're excited you're interested in hosting an event in Downtown Tiffin. This information is designed to help provide you a checklist of items necessary to make your event a success. Not all items on this checklist may pertain to your event.

FIRST CONTACT

- Contact City Administrator (419-448-5402) or County Administrator (419-447-4550) for location and date availability.
- City of Tiffin will require a City needs meeting. Purpose of this meeting is discuss road closures, electricity needs, no parking signs, etc.
- City of Tiffin requires transient permits (vendor permits) to be completed and paid prior to the event. Transient permits are available Monday–Friday, 8 a.m.–4 p.m. at the Tiffin Police Department located at 51 E. Market St., Tiffin, please call 419-447-2323, in advance.

SUPPORT CONTACT

- You are responsible for providing trash containers/dumpsters and ALL trash removal. Trash barrels can be requested of Tiffin Parks & Rec at your city needs meeting, if available.
- Recycling Containers (please see vendor list)
- Portable Restrooms (please see vendor list)
- Tents/Table/Chair Rentals (please see vendor list)
- Public Transportation Needs: Local provider SCAT Transportation at 419-937-2428.
- Parade/Special Event Forms are available Monday–Friday, 8 a.m.–4 p.m. at the Tiffin Police Dept. located at 51 E. Market St., Tiffin, please call 419-447-2323, in advance.
- Vendor Placement Map will be required by the Tiffin Police Dept. and Tiffin Fire Dept.
- Volunteers: Any successful event requires volunteers. Seneca County Sheriff's Dept. at 419-447-3456 and Crosswaeh at 419-447-1444 can be contacted dependent on your volunteer needs, if available. We suggest contacting local organizations, community service clubs and schools. Bringing the community together to benefit the community is a benefit for all.
- Security: If necessary contact our local Tiffin Police Dept.

at 419-447-2323 for city property or Seneca County Sheriff's Dept. at 419-447-3456 for county property.

- Insurance for your event may be needed. Contact your local agent for more information.

ADVERTISING CONTACT

- Suggested event listings can be shared with TiffinOhio.org, Destination Seneca County, Seneca Success, Seneca News Daily, and The Advertiser-Tribune.
- Radio advertisement can be provided by Seneca County Radio WTSC at 419-455-9872 or BAS Broadcasting at 419-443-0367.
- Recommended when hosting downtown events to contact and/or utilize the local businesses, utilizing their participation whenever possible.

PERMIT CONTACTS

- If hosting an event with alcohol you will be required to apply for and obtain a liquor license with the Ohio Department of Commerce/Division of Liquor Control (www.com.ohio.gov) Applications can be completed on-line and will require a filing fee. All applications MUST be completed and submitted 30 days prior to your event. Copy of issued liquor license will need to be given to the City of Tiffin or Seneca County Commissioner's Office.
- Server Training Seminar is strongly recommended and can be scheduled by calling 419-448-9440. Training completion may be necessary for insurance.
- Ohio Flame Effects/Fireworks License submission is required to Tiffin Fire Dept. if applicable.
- Road and Sidewalk Closures: Full or partial closure requires permit obtained at the City Administrator Office located at 51 E. Market St., Tiffin.
- Occupancy Permit: Fencing/Barricading (dimensions necessary) requires approval by the Tiffin Fire Dept., 419-447-3691, please call in advance.
- Food Vendor Guidelines/Permits: Contact Seneca County Health Dept. at 419-447-3691.

We hope you find this information and checklist tool useful in planning your successful event in Tiffin. We're happy you're hosting. Vendor list of area food, arts & crafts and misc. vendors available upon request. To be added to this list please contact Seneca Regional Chamber of Commerce at 419-447-4141 or SIEDC at 419-447-3831.