

**CITY OF SOUTH LEBANON, OHIO  
ORDINANCE NO. 2025-10**

**AN ORDINANCE ADOPTING A VENDOR APPLICATION FEE  
SCHEDULE FOR CITY-SPONSORED SPECIAL EVENTS**

**WHEREAS**, the City of South Lebanon, Ohio (“the City”), concurs that the Council shall establish by ordinance a schedule of fees with respect to special events.

**WHEREAS**, City staff has determined that vendor application fees for festivals and special events are non-refundable application fees to cover administrative costs and event organization; and,

**WHEREAS**, City staff is developing the special event vendor policies and procedures for special events which shall be approved by the City Law Director; and,

**WHEREAS**, City staff have determined that a vendor application fee schedule for special events in the City are required and necessary to preserve the health, safety, and general welfare of all residents in the City; and,

**WHEREAS**, to immediately begin securing vendors for upcoming City events, immediate action is required and such action is necessary in order to preserve the public peace, health, safety or welfare of the City.

**NOW THEREFORE BE IT ORDAINED** by the Council of the City of South Lebanon, at least two-thirds of all members elected thereto concurring:

**Section 1.** The City of South Lebanon shall charge and collect fees according to the following schedule and for the following items:

- a. A food vendor shall pay a non-refundable application fee in the amount of Fifty Dollars (\$50.00).
- b. Craft vendors and businesses shall pay a non-refundable application fee in the amount of Twenty-Five Dollars (\$25.00).

**Section 2.** That City Staff, in conjunction with the City Law Director, shall develop an application and application process for vendors at City-sponsored events.

**Section 3.** That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

**Section 4.** That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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Adopted this 15<sup>th</sup> day of May, 2025.

Linda S Burke  
Linda S. Burke, Mayor

Attest: Jennifer O'Brien  
Jennifer O'Brien, Clerk of Council

Rules Suspended:	<u>—</u> (if applicable)
First Reading:	<u>4/17/25</u>
Second Reading:	<u>5/11/25</u>
Vote:	<u>5</u> Yeas <u>1</u> Nays
Effective Date:	<u>5/31/25</u>

Prepared by and approved as to form:

Andrew P. Meier  
Law Director  
South Lebanon, Ohio

By: [Signature]  
Date: 5/1/2025