



CINCINNATI PARK BOARD SPECIAL USE & EVENT PERMIT APPLICATION

Name of Event: _____

Purpose of the Event: _____

Organization Submitting Application: _____

Contact Person / Coordinator: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Telephone: _____ Evening or Wireless Telephone: _____

Fax: _____ E-mail: _____

Alternate Contact: _____

Day Telephone: _____ Evening or Wireless Telephone: _____

Fax: _____ E-mail: _____

Event Date(s): ____/____/____ to ____/____/____ Event Time(s): _____

Start Date for Set up: ____/____/____ Time: _____ Date for Complete Load out: ____/____/____

Estimated Attendance: _____ Prior Year Attendance: _____

Type of Event: ___ Concert/Community Festival ___ Walk/Run/Ride ___ Tasting Event/ Expo ___ Private Function

Please check what applies:

___ Alcohol ___ Food ___ Tenting / Booth ___ Stage ___ Fencing ___ Admission

Location(s) required for the Event:

- | | | |
|----------------------------|----------------------|-------------------------------------|
| ___ Ault Park Great Lawn | ___ Hyde Park Square | ___ Piatt Park |
| ___ Alms Park | ___ Kennedy Park | ___ Rapid Run Park |
| ___ Burnet Woods Bandstand | ___ Laurel Park | ___ Sayler Park |
| ___ Bellevue Park | ___ Lytle Park | ___ Seasongood Pavilion (Eden Park) |
| ___ Daniel Drake Park | ___ Mt. Airy Park | ___ Stanbery Park |
| ___ Eden Park | ___ Mt. Echo Park | ___ Westwood Town Hall |
| ___ Fleischmann Garden | ___ Oldenview Park | ___ Valley Park |
| ___ Geier Esplanade | ___ Owls Nest Park | ___ Other _____ |
| ___ Hoffner Park | | |

The Permit Holder must read all of the 'Terms of Permit' including items 1 through 56 and the waiver/release statements. In addition, before this application is considered valid, page 7 of this form must be signed by the Permit Holder or by the Chief Executive Officer of the organization submitting the permit application.

Terms of Permit

Application for use of parks operated by the Cincinnati Board of Park Commissioners constitutes the Permit Holder's agreement with the following Terms of Permit:

Administrative Regulations for Issuance of Park Permits

1. Applications for special events or group use of Cincinnati Parks shall be made to the Park Board of Commissioners, 705 East Pete Rose Way, Cincinnati, Ohio 45202, on the Special Use and Event Application Form. Applicant must be 18 years of age or older and assume responsibility for the group and condition of the area after the group has left.
2. All permits are subject to the Cincinnati Park Board Rules and Regulations as well as all relevant city, state, and federal laws
3. The Permit Holder shall conform to all applicable directives of the City of Cincinnati Police and Fire Departments and to the directives of the City of Cincinnati Park Board as set forth in the permit and as given verbally or in writing subsequent to the issuance of the permit and related to the use of the Central Riverfront.
4. The City of Cincinnati Park Board reserves the right to refuse applications for good cause or to revoke the Permit Holder's permit privileges. In addition, all organizations must be in good standing with all departments of the City of Cincinnati.

Event Description & Site Map

5. The City of Cincinnati Park Board requires an initial site map 90 days prior to the event. A complete Event Profile and final site map with identification key are required a minimum of 45 days prior to the event. Depending upon scope and scale of the event, the Cincinnati Park Board reserves the right to require the following information 30 days prior to the event date: Event Schedule, Sanitation and Waste Removal Plan, Parking Plan, Service Access Plan, and/or Emergency Response Plan.
6. Any event component intended to be held within the park is required to be documented on the event profile and to be clearly marked and identified on the site map and key. Including but not limited to: Staging, Tents and Booths; Static Vehicles, Food Trucks, Product Storage, and Refrigerated Trucks; Portaloets, Roll Offs, and Sanitation Areas; Grease, Grey Water, and Ash Disposal Locations; and all requests for Park Amenities such as Water, Electric, Fencing, and/or Barricades.
7. If the event estimated attendance is more than 3,000, a City of Cincinnati Special Event Permit is required. This may be obtained by calling the Cincinnati Police Special Events Unit at 513-352-5430. Depending on the size and type of the event, the Permit Holder may be required to hire City of Cincinnati Police Officers and/or Paramedics.
8. If the event requires street closures or a route on public sidewalks, a City of Cincinnati Parade or Street Blocking Permit is required. This may be obtained by calling the Cincinnati Police Special Events Unit at 513-352-5430.
9. All requests for electrical service shall be submitted in writing a minimum of 30 days prior to the event and clearly marked on the site map and key. All expenses for enhanced electrical supplies and services must be paid by the Permit Holder. Electrical services must be provided by either a Cincinnati Park Board Electrician or by an electrician under contract with the Cincinnati Park Board.

Tents, Booths, Fencing, & Barricades

10. The City of Cincinnati Park Board reserves the right to approve the size and location of all tents and booths prior to installation. All tents and booths must be shown on the site map.
11. The driving of stakes to install tents or booths is prohibited in all areas unless approved by the Cincinnati Park Board prior to the event.
12. If the Permit Holder uses tents larger than 20'X20', a permit from the City of Cincinnati Department of Buildings and Inspections is required. For more information please contact 513-352-4306.
13. Fencing, barricades, and bike racks are required for events where there may be a reason to control crowds in the Event Venue. In addition, certain entertainment acts may be required to utilize concert barricades due to anticipated crowds. This expense will be the sole responsibility of the Permit Holder. Requests for exemptions should be directed to the City of Cincinnati Police Department.

Sanitation & Trash Removal

14. The Cincinnati Park Board reserves the right to require a sanitation, recycling and waste removal plan for Park approval, 30 days prior to the event.
15. For a Tasting or Sampling Event with a total event attendance exceeding 1,000 persons, the Permit Holder must either provide a roll off box for each event date or schedule daily service. For any Walk/Run/Ride/Swim, Community Festival, and/or Concert Event, the Permit Holder must provide either a roll off box and a recycling dumpster for every 5,000 persons and schedule daily service if requested. This expense shall be the sole responsibility of the Permit Holder.
16. A minimum of 2 portable toilets per each 500 people estimated to attend are required. However, if alcoholic beverages are sold or served 3 portable toilets per 500 people are required. The Cincinnati Board of Park Commissioners shall designate the locations for placement of these units.
17. The permit gives holder exclusive use of the Event Venue, however restrooms must remain available and open to the public. Between October 15th and April 15th, the Cincinnati Park Board reserves the right to close these Park restroom facilities and terminate water sources for annual winterization.
18. The person/organization holding the permit agrees to clean up all areas immediately following the event. This includes removal of such items as bread trays, appliances, skids, boxes of handouts, and/or debris associated to the event. The City of Cincinnati Park Board reserves the right to charge the Permit Holder for all expenses incurred if clean up is not properly completed.

Alcohol

19. The permit for the sale of beer and any intoxicating liquor must be obtained from the Ohio Department of Commerce, Division of Liquor Control at (614) 644-2360. The City of Cincinnati Police Department and the City Manager are required to approve the permit application before it is submitted to the Division of Liquor Control. Please note that the State of Ohio requires that the permit application be filed a minimum of 60 days prior to the date of the event. Also note that a temporary F2 permit is valid for only 48 consecutive hours.
20. **No sales/service of alcoholic beverages shall be allowed without the necessary City and State approvals and permits. A copy of an approved Temporary Liquor Permit must be on file with the Central Riverfront Parks Office.**
21. Ticket sales for alcoholic beverages shall end one and one half-hours prior to the end of the event, but not later than 9:30pm. All alcohol sales shall end one hour prior to the close of the event, but not later than 10:00pm. Failure to comply with safety requirements are grounds for permit revocation by the City of Cincinnati Police and/or Fire Departments. Policies pertaining to the use of alcohol are subject to change at any time. **Requests for exemptions should be directed to the City of Cincinnati Police Department.**
22. It is illegal for patrons to remove alcoholic beverages from the Event Venue. The event organizer is responsible for enforcing this provision.

Gambling

23. Gambling and/or games of chance are prohibited on or within all Parks property. Any request for exemption from this rule must be directed to and approved by the Cincinnati Board of Park Commissioners prior to the event. Examples of gambling or games of chance include, but are not limited to, lottery tickets, scratch offs, raffles, gaming machines, and split the pot.

Safety, Security, & Accessibility

24. The City of Cincinnati Police Department may require a minimum number of licensed private security guards and police officers to adequately staff the event. In addition, the Cincinnati Board of Park Commissioners reserves the right to require the Permit Holder to provide off-duty City of Cincinnati Police Officers in the numbers specified by the City of Cincinnati Police Department. In this case, the Police Officers remain until one half hour after the event has ended.

25. The Permit Holder is responsible for the actions of its employees, volunteers, and/or vendors when they use golf carts and/or other motorized vehicles in the Event Venue. Vehicles are restricted to designated roadways and parking areas only.

Vehicles such as trucks, vans, automobiles, and motorcycles are not permitted in the Event Venue from one hour prior to the event until one hour after the event unless approved by Cincinnati Police. During this restricted period, equipment and supplies must be transported using golf carts and/or hand dollies.

At any point during the event, it may be necessary to suspend the use of golf carts, quad runners, and/or gators due to crowd density and/or other safety considerations. The Permit Holder shall conform to and enforce all directives of the City of Cincinnati Police Department, Fire Department and Cincinnati Board of Park Commissioners pertaining to the use of golf carts and/or other motorized vehicles.

26. Driving on the grass is strictly prohibited; failure to comply can result in the City of Cincinnati Park Board reserving the right to charge the Permit Holder for additional expenses incurred for the cost of lawn repair.
27. Vehicles such as trucks, vans, automobiles, and motorcycles are not permitted in the Event Venue from one hour prior to the event until one hour after the event unless approved by Cincinnati Police. During this restricted period, equipment, product, and supplies must be transported using golf carts and/or hand dollies. 30 Days prior to the event, please submit an Event Service Access Plan detailing safe routing for carts and runners for Park Board approval.
28. During the event, it may be necessary to suspend the use of golf carts, quad runners, and/or gators due to crowd density and/or other safety considerations. The Permit Holder shall conform to and enforce all directives of the City of Cincinnati Police Department, Fire Department and Park Board pertaining to the use of golf carts and/or other motorized vehicles.
29. The Permit Holder is responsible for providing First Aid staff and equipment. 30 Days prior to the event, please submit an Emergency Response Plan detailing response processes for lost kids, first aid, severe weather, protests, public disturbances and acts of terrorism.
30. In compliance with the American with Disabilities Act (ADA) the Permit Holder shall not discriminate on the basis of disabilities for any activity organized on Park Board property, and shall provide all necessary accommodations required by law based upon physical disabilities.

Food Concessions & Area Cleanup

31. The person/organization holding the permit agrees to clean up all areas immediately following the event so the event area is left in a safe, clean, and orderly condition. This includes removal of all debris, such as bread trays, appliances, skids, boxes of handouts, or other such items. The Cincinnati Board of Park Commissioners reserves the right to charge the Permit Holder for all expenses incurred if clean up is not properly completed.
32. For all cooking locations where food is being sold, including grill(s), a permit from the Fire Department (352-3970) must be obtained. The Cincinnati Board of Park Commissioners must also approve locations for these food service areas. In addition, the Cincinnati Board of Park Commissioners requires that plywood and roll roofing be placed under the grills, cooking areas, and all food booths. (The roll roofing should be secured with wide strip painter's tape). If charcoal is used it must be taken off the premises and disposed of properly. All drink locations must have roll roofing under the entire booth.

33. The Permit Holder must provide the adequate grease, ash, and grey water collection containers for Event food concessionaires to dispose of waste. Containers must be placed on rolled roofing/felt paper and may only be on paved surfaces. The proper removal of all event waste is the responsibility of the Permit Holder.
34. City of Cincinnati Health Department Permits (564-1751) are required if food, drinks, or other items are to be sold. These sales shall occur only during the hours as stated in the permit.

Entertainment & Attractions

35. If amplification equipment is used it must be controlled so as not to be offensive to the general public or adjacent residents. For most parks amplification will be permitted only between the hours of 8:00am and 11:00pm. If amplification times are different for the park where your event will be held, Park staff will let you know immediately. Sound checks for bands are not permitted before 10:00am. Volume/noise level of the event should not extend significantly beyond the venue and requests from community/business representatives, park staff, and/or police to reduce the volume/noise level must be immediately complied with by the permit holder.
36. When using an inflatable, the driving of stakes is prohibited. Please use portable weights and/or sandbags.
37. For events with expected attendance of more than 3000 people, the City of Cincinnati Police Department requires a completed Band Profile a minimum of 10 days prior to the event. Information such as anticipated crowd size, demographics, history for the band's last 5 performances, and current popularity of the band must be provided.

Fees & Charges

38. Any organization issued a permit to use the Cincinnati Parks will be required to pay according to the schedule of fees and charges of the Cincinnati Board of Park Commissioners. Please note that the Cincinnati Board of Park Commissioners reserves the right to collect these fees prior to the event. **It is the responsibility of the Permit Holder to clarify any questions regarding these fees in advance of the event.**
39. Payment in full is due within a minimum of 30 days prior to the event. Failure to make payment will result in cancellation of services for the event and will result in relinquishing any future reservations.
40. The Cincinnati Board of Park Commissioners reserves the right to assess any additional charges deemed necessary due to expanded use of Event Venues, damages, and/or additional clean-up costs, including damages to plants, trees, park grounds, and park property.
41. The Cincinnati Board of Park Commissioners will render a service fee of \$35 for each check returned by a bank due to insufficient funds.

General Information

42. The City of Cincinnati Treasury Division requires an Admittance License Application be filed for all ticketed events with admissions greater than \$1.05 per person. For more information or an application for exemption please contact the City of Cincinnati Treasury at 513-352-6989.
43. The Permit Holder is required to be on site during the entire event including the complete set-up and strike of the event. This includes all deliveries and removal of all equipment and debris.
44. The permit is not transferable to any person or organization.
45. The Permit Holder is responsible for conveying all information, policies, and procedures to all parties involved in the event. This includes all vendors and sponsors.
46. The attachment of any objects, banners, or materials to trees, light poles or sculptures is prohibited. In addition, the distribution of stickers is not permitted.
47. All animals are prohibited during events serving food or alcohol. Properly leashed pets are allowed during walks without food or alcohol service.
48. A copy of this permit must be retained during the entire time of the event and shown upon request.
49. As an agency that promotes conservation, the Cincinnati Park Board requires that a space is made available for bicycles to park while attending the event.

Insurance

50. For events that are open to the public, the City of Cincinnati and the Cincinnati Board of Park Commissioners require a comprehensive liability insurance policy with a combined single limit for bodily injury and property damage of \$1,000,000 per occurrence. Endorsements to cover special liability risks may be required depending upon the event. Those events serving or selling alcoholic beverages will need to add Liquor Liability to their policy. The Permit Holder shall be responsible for any and all property damage, which is determined to be the direct result of the event.

The insurance policy shall name the City of Cincinnati and the Cincinnati Board of Park Commissioners as additionally insured and a certificate of insurance must be on file with the Cincinnati Board of Park Commissioners prior to the event.

The City of Cincinnati Park Board reserves the right to terminate the permit and refuse venue rental if the Permit Holder fails to supply proof of insurance at least two weeks prior to the date of event.

The Permit Holder shall be responsible for any and all property damage, which is determined to be the direct result of the event.

Facility Not Available

51. The Cincinnati Board of Park Commissioners shall not be liable for failure to provide the Event Venue on the scheduled date(s) and time(s) if due to fire, flood, earthquake, strikes or work stoppages, any interruption of utility services, suspension or interference with performances caused by acts of God, riots or similar occurrences, declaration of war or of national, state or local emergency, construction, or any other unforeseeable causes beyond the reasonable control of the Cincinnati Board of Park Commissioners. If such a failure occurs, the permit shall terminate.

Garden Wedding Areas

52. The scattering or throwing of rice, birdseed, or artificial flowers are NOT permitted in the garden wedding areas.
53. Tents are not permitted in the garden wedding areas and chairs are only permitted if turf conditions allow.
54. Candles or open flames are not permitted in the garden wedding areas.

Cancellation Policy

55. There are **NO REFUNDS** for fees paid in conjunction with reserving an Event Venue. However, if cancellation is necessary due to a storm, hail, or lightning, a new date will be scheduled within the same calendar year, provided the Park Board is notified within one week of the cancellation due to weather. Rain in and of itself does not allow for rescheduling.

Waiver & Release

The Permit Holder agrees to comply with all statutes, ordinances, regulations, rules, and policies of the Federal Government, the State of Ohio, the County of Hamilton, the City of Cincinnati, the Cincinnati Board of Park Commissioners, and the terms of this permit.

The Permit Holder hereby fully releases and discharges the City of Cincinnati and the Cincinnati Board of Park Commissioners, their agents, employees, and volunteers from any and all claims from injuries, damage, or loss which have or which may accrue as a result of this event.

The Permit Holder further agrees to indemnify, defend, and hold harmless the City of Cincinnati and the Cincinnati Board of Park Commissioners, their agents, employees, and volunteers from any and all loss, claims, expenses, actions, causes of action, costs, damages, and obligations, financial or otherwise, including attorney fees and legal expenses, arising from any and all acts of the Permit Holder, its agents, employees, licensees, invitees, vendors, that result in injury to person or damage to property and losses sustained or arising out of, connected with, or in any way associated with the activities of this event.

The Permit Holder voluntarily assumes the risk of any and all damage to or loss of any personal property belonging to, or brought on the premises of the event by the Permit Holder, its agents, employees, licensees, invitees, or vendors.

The Permit Holder has read fully, understands, and agrees to the terms and conditions of this Permit Application.

Permit Holder (Print)

Non-Profit Organization (Print)

Title

Title

Signature

Date

Signature

Date

Please return this application to Jim.Burkhardt@cincinnati-oh.gov	
Important Phone Numbers:	
Police	(513) 765-1212
Weekend Supervisor	(513) 478-6431
General Emergencies	911
Reservation Info (M-F 8-5)	(513)352-6180