



Requires Minimum 5 Business Days for Review

SPECIAL EVENT APPLICATION

Return completed packet to:

Grandview Heights Parks & Recreation Department
1515 Goodale Blvd.

Grandview Heights, Ohio 43212

Phone: (614) 488-3111 / Fax: (614) 481-6221

Via Email: parksandrecreation@grandviewheights.org

This form is used by a requestor for permission to use or have use of: public roadways, right of ways, sidewalks for the purpose of providing the public with a community based activity. The submission of this form does not guarantee the use of such spaces and may have contingent requirements and permits that must be satisfied prior to granting permission of such activity.

The request will be circulated through the City and returned with approval or disapproval and any conditional requirements that may need met. These include applicable permits (Tent, Liquor, Electrical, etc.), special duty Police and/or Fire/Medic crews on standby, Sanitation, and/or Parks & Recreation employees present during the event (including the hourly rate if to be paid by the applicant). Note: The City may require a deposit.

Request Section 1 and 2 does not guarantee that the applicant will receive permission to have open access to these items and should be reviewed when picking up the application from the City for any declined items or items that may require conditional requirements. Conditional permits that are required on the completed form must be applied and paid for prior to the event. Negating required permits and inspections associated with such permits will result in forfeiture of the permitted activities. The Parks & Recreation Department is available to assist with additional information regarding permits.

***Please attach the following information with this form:** this application and a site plan indicating the locations of ALL requested checked items. Please provide specific details for parking for patrons, participants, volunteers and spectators. Provide a detailed description of any requests for use during the event provided by the City.

***Please see Page 3 for Certificate of Insurance Requirements.**



SPECIAL EVENT APPLICATION

Primary Contact: _____ Organization: _____

Type of Organization (e.g. Not-for-Profit): _____

Street Address: _____ City/State/Zip Code: _____

Phone Number: _____ Email: _____

Secondary Contact: _____ Phone Number: _____

Request for (Check all that apply): _____ **Special Event/Festival** _____ **Temporary Closing of street or alley**

Type of Event: _____

Date(s) of Event: _____ Rain Date(s): _____ Location of Event: _____

Time of Event: _____ Number of Attendees: _____ Number of Event Staff: _____

Set-Up Time: _____ Tear-Down Time: _____ Will alcohol be served pursuant to an approved permit? _____

Signature of Applicant: _____ Date: _____

Request Section 1

Request for use during event provided by requestor (Check all that apply):

- | | | | |
|--------------------------|------------------|--------------------------------|-----------------------|
| _____ Street Closure | _____ Tents | _____ Grills/Fryers | _____ Electrical Taps |
| _____ Generators | _____ Barricades | _____ Dumpsters | _____ Lighting |
| _____ Vending | _____ Food Prep | _____ Portable Toilets | _____ Extension Cords |
| _____ Fire Extinguishers | _____ Fireworks | _____ Air Supported Structures | _____ Parking Control |

Request Section 2

Request for use during event provided by the City (Check all that apply):

- | | | |
|-----------------------------|----------------------------|--|
| _____ Use of City Water Tap | _____ Use of City Electric | _____ Use of City Facility, Park or Property |
| _____ Barricades | _____ Dumpsters | _____ Safety Personnel for Security or Traffic/Parking |
| _____ First Aid Personnel | _____ Fire Extinguishers | |

***Please include a site plan indicating the locations of ALL items checked above. Please provide specific details for parking for patrons, participants, volunteers and spectators. Provide a detailed description of any requests for use during the event provided by the City. *Please see Page 3 for Certificate of Insurance Requirements.**

INSURANCE: Licensee agrees to furnish and keep in force the following insurance throughout the term of this Agreement:

Statutory Worker's Compensation Insurance, as evidenced by a copy of Licensee's most current certificate of premium coverage;

Commercial General Liability Insurance including products and completed operations coverages of not less than \$1,000,000.00 per occurrence with a \$2,000,000.00 per location aggregate. Such policy shall include the City of Grandview Heights as an additional insured, and shall include a Waiver of Subrogation in favor of the City.

Liquor Liability - If alcohol will be served at any time on the premises, Licensee shall obtain Liquor Liability Insurance with limits of not less than \$1,000,000 per occurrence and in the aggregate. Such policy shall include the City of Grandview Heights as an additional insured, and shall include a Waiver of Subrogation in favor of the City.

Licensee shall provide a Certificate of Insurance to Licensor evidencing the required coverages at least 72 hours prior to taking possession of the premises (if Licensee has authorization to use Licensor's premises on more than one occasion, then at least 72 hours prior to initial event). The Certificate of Insurance must remain current during the period of Licensee's use of Licensor's premises. All policies of insurance must be written by insurance carriers licensed to do business in the State of Ohio with an A.M. Best's rating of not less than A: VII. All Licensee's liability policies shall be endorsed to be primary and non-contributory to policies of the Licensor.

The minimum limits of any insurance coverage required to be carried by Licensee shall not limit Licensee's liability under the indemnity provision herein for any uninsured losses or costs incurred by Licensor.

INDEMNIFICATION: Except for the gross negligence or willful misconduct of Licensor, Licensee shall defend, indemnify and hold harmless the Licensor from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action arising from the Licensee conducting its business at the leased premises. This obligation exists whether injury or damage from the conduct of Licensee's business is personal injury or property damage occurring on the leased premises. This obligation to defend and indemnify includes indemnification for reasonable legal and investigation costs and all other reasonable costs, expenses incurred with respect to a claim. This obligation shall survive expiration or termination of this Agreement.