



CITY OF AKRON

Department of Neighborhood Assistance  
City of Akron Recreation Bureau  
Community Events Division  
220 S. Balch Street • Akron, OH 44302  
Phone: 330-375-2835  
Fax: 330-375-2883  
www.akronohio.gov

2016

COMMUNITY EVENT APPLICATION

A Community Event is an event open to the public, and which uses property of the City of Akron. An application must be processed for each community event and written approval must be received from the City of Akron before a public announcement of the event can be made. Approval process includes the Akron Police Department, Akron Fire Department, Service Director’s Office, Department of Neighborhood Assistance, and the Mayor’s Office.

Submitting this application does not guarantee that your event will be approved.

Return completed application to: Laurie Chenevey, Community Events Coordinator, 220 S. Balch Street, Akron, OH 44302  
P: 330-375-2854, F: 330-375-2883, Email: LChenevey@akronohio.gov

**INFORMATION ABOUT YOUR EVENT:**

Name of Event \_\_\_\_\_

Name of Organization \_\_\_\_\_

Event Location \_\_\_\_\_

Proposed Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Actual Time Parade/Run/Event Starts \_\_\_\_\_

Set Up Date(s) & Time(s) \_\_\_\_\_ Tear Down Date(s) & Time(s) \_\_\_\_\_

\_\_\_\_\_ New Event      \_\_\_\_\_ Annual Event, # of Years Held      Expected Daily Attendance at Event \_\_\_\_\_

Detailed Description of Event (please attach flyer or additional sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Public contact for event to be used for promotional purposes:**

NAME PHONE E-MAIL WEBSITE

**Contact person on site during event (required to be completed):**

NAME PHONE

**INFORMATION ABOUT YOU AND YOUR ORGANIZATION:**

ORGANIZATION'S: ADDRESS CITY STATE ZIP

PHONE FAX E-MAIL

INDIVIDUAL MAKING APPLICATION POSITION WITH ORGANIZATION

APPLICANT'S: DAY PHONE EVENING PHONE FAX E-MAIL

Organization Tax Identification Number: \_\_\_\_\_ Is this organization tax exempt? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, under which section of the Internal Revenue Code has the exemption been granted? \_\_\_\_\_

Does your organization file a Form 990? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please note that the City has the right to request this form and may request it from your organization.

**PLEASE CHECK ALL THAT WILL APPLY TO YOUR EVENT:**

Admission Charged, \$ \_\_\_\_\_ Who will receive proceeds: \_\_\_\_\_

Alcohol Served (*Special permit will be required through the Ohio Department of Commerce, Division of Liquor Control*)

On Site Cooking:  Gas  Electric  Charcoal  Other (specify) \_\_\_\_\_

Food Concessions Offered:  For Free  For Sale

Tents, # of Tents: \_\_\_\_\_ Tent Size(s) \_\_\_\_\_

*Tents larger than 120 square feet will require a permit from the Akron Fire Department and Summit County Building Standards Division*

- KAB cardboard trash box  Designated Parking Areas  Inflatables\*
- KAB plastic recycling frames  Handicapped Parking Access  Carnival Rides\*
- Generator  Vendor Booths (Informational)  Pyrotechnic Display\*
- Food Vendors  Vendor Booths (Items/Services For Sale)  Banners/Signage On Site
- Barricades  Kids Activities (Free)  Entertainment scheduled
- First Aid Services  Kids Activities (Items/Services For Sale)  Sound Equipment
- Portable Toilets, # Units \_\_\_\_\_  Stage\*, Size of Stage \_\_\_\_\_  Other\* \_\_\_\_\_

**Names of food vendors, vendor booths, entertainment acts, inflatable company, and rental companies for equipment must be submitted two weeks before event date.**

*\*The following activities are prohibited, unless expressly permitted in writing by the City of Akron: Stages (using temporary stages), pyrotechnic displays, inflatables (the bounce houses), carnival rides, water slides or water activities, ATVs, UTVs, or golf carts, wild or so-called undomesticated animals (no horses, ponies, snakes, etc.)*

**If approved, the City may assist with the following services. A deposit or fee may be involved for some services. There is an additional service list for Lock 3 events. PLEASE CHECK THOSE SERVICES YOU WOULD LIKE TO APPLY FOR:**

- Trash Containers (96 gallon on wheels)  Water (from hydrant)
- Recycling Containers (64 gallon on wheels)  Electric (if available source onsite)
- Barricades  Dumpster
- Street Closings (list streets) \_\_\_\_\_

**Are You Requesting Use of the Showmobile?**      Yes      No     *(Complete separate application)*

**Are You Requesting City Co-Sponsorship?**      Yes      No     *(Some city service fees may be waived with co-sponsorship)*

**SITE/ROUTE OR MAP**

**Site and/or route map must be submitted at least two weeks before the event date.** If your event is using the streets or sidewalks of Akron, attach a map or drawing showing the intended route and the direction of travel. Prior to completing this step, you should consult with the Akron Police Department Traffic Bureau, Sgt. Mike Vavro, at 330-375-2273.

Include the location of any equipment you will be using for your event: stage, tents, vendor booths, food concessions, onsite cooking areas, portable toilets, barricades, parking, trash dumpsters, street closings, etc. Site plans for Lock 3 are available at [www.akronohio.gov](http://www.akronohio.gov) or by calling Tish Jernigan, 330-375-2877.

**SPECIAL CONDITIONS**

- A. This application is to request the use of City property, equipment, or personnel. **Submitting this application does not guarantee that your event will be approved.** All requests must be approved by the City of Akron.
- B. Use and or rental of City equipment and personnel are limited to City of Akron approved events.
- C. City of Akron has priority over any request for use of premise/property.
- D. No motor vehicles are permitted on premise/property without prior approval.
- E. The Applicant will be charged for any damage to city property arising from the Applicant's event, including clean up and site or equipment repair costs.

\_\_\_\_\_  
*Initial and Date*

**The Applicant agrees to save the City harmless from any liability arising from accidents or injuries suffered by the Applicant, his agents or employees, guests, invitees or patrons visiting the premises by the Applicant. The Applicant shall purchase and maintain, at their sole expense Commercial General Liability insurance on an occurrence coverage basis with limits not less than \$1,000,000 Bodily Injury and Property Damage each occurrence, \$1,000,000 Personal and Advertising Injury, \$1,000,000 Products/Completed Operations Annual Aggregate, and \$1,000,000 General Annual Aggregate; and Commercial Automobile Liability with limits not less than \$1,000,000 Annual Combined Single Limit – Bodily Injury, Property Damage. The City of Akron shall be named as additional insured on Applicant's Commercial General Liability policy and Automobile policy. Said insurance shall provide for thirty (30) written days' notice of cancellation to the City. All independent contractors engaged by Applicant and/or vendors participating in event are required to purchase and maintain the same types of insurance with substantially the same terms, conditions, and limits of liability as required herein of Applicant. Applicant shall submit their Certificate of Insurance and all subcontractor and vendor's Certificates of Insurance to the City within 14 days prior to event evidencing the effectiveness of the insurance policies required herein.**

**The City reserves the right to require higher limits of liability for events that include hazardous activities.**

\_\_\_\_\_  
*Initial and Date*

**Organization may be made responsible for some city service charges, hiring Akron Police Department for security at event and for ordering portable toilets.**

\_\_\_\_\_  
*Initial and Date*

**Written approval must be given before use of the city seal can be used on any event promotional items.**

\_\_\_\_\_  
*Initial and Date*

**Approval is based on the description of the event in the application. If changes/additions occur to the event that are not stipulated in the original application, they must be submitted in writing for approval.**

Cost charged under this contract are of an administrative nature and do not constitute a fee consideration under Ohio Revised Code Chapter 1533, and further, the City of Akron does not waive any of the defenses or immunities available to it under Chapter 2744 the Ohio Revised Code by granting this rental application permit.

**TERMINATION:** The City may terminate this contract immediately, if the Applicant fails to adhere to any conditions set forth hereinabove, and all rights and privileges herein granted shall cease and the Applicant shall, upon termination of this contract by the City, immediately vacate the premises and all monies previously paid to the City shall be retained by the City as liquidated damage.

***If any occurrence or accident relating to or arising out of USER's use and/or occupancy of the subject premises takes place, USER shall immediately notify the City in writing of such occurrence or accident with reasonable detail.***

**Applications must be received (60) days prior to event.  
Final payment and insurance must be received (14) days prior to event.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE