



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

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

- | | |
|---|--|
| <input type="checkbox"/> Trash Containers (96 gallon on wheels) | <input type="checkbox"/> Water (from hydrant) |
| <input type="checkbox"/> Recycling Containers (64 gallon on wheels) | <input type="checkbox"/> Electric (if available source onsite) |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> 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 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